

BIG SKY WATER & SEWER DISTRICT NO. 363
Regular Meeting Minutes – January 16, 2018
WSD Community Room

The Big Sky County Water & Sewer District No. 363 held a regular meeting on Tuesday, January 16, 2018, in the WSD Community Room. President Packy Cronin called the meeting to order with the following board members present: Vice-President Tom Reeves, Secretary Dick Fast and Directors Mike DuCuennois, William Shropshire and Brian Wheeler. Director Bob Shanks was not present. WSD staff present: Ron Edwards, Marlene Kennedy, Grant Burroughs, Peter Bedell, Vince Palafox, Nic Wellenstein, and Eric Daniels.

Others present: Steve Johnson, Big Sky Planning & Zoning; Peter Manka, Alpine Water; Scott Buehler and Maria Effertz Hanson, AE2S; William Farhat, Big Sky Fire Department; and Sarah Gianelli, Explore Big Sky.

PUBLIC FORUM

President Cronin called the meeting to order at 8:05 AM with no public comment. Conflict of interest declarations: Packy Cronin is a member of the Cronin Family LP that is in a lawsuit against Bough. Tom Reeves is a trustee on the Big Sky Fire Department board. Brian Wheeler is a representative for Meadowview Subdivision. Mike DuCuennois is a representative for Yellowstone Club.

CONSENT AGENDA

Minutes: Corrected the December 19, 2017 minutes. Financials: No comment. Water operations: No comment.

With the exception of the sewer report, Vice President Reeves moved to approve the consent agenda with the corrected minutes of December 19, 2017. Director DuCuennois seconded the motion. Motion unanimously passed.

AMEND AGENDA

Vice President Reeves moved to amend the agenda to address the fire district's proposal followed by the sewer operations report. Secretary Fast seconded the motion. Motion unanimously passed.

FIRE DEPARTMENT TRAINING FACILITY

As follow up from the December meeting, Edwards showed Northwestern Energy's (NWE) plat which has a narrow 20-foot private road utility easement on the south border. It is questionable that it could be assigned to the fire department. On Thursday at 10:00 am, board members are invited to join Edwards and Bill Farhat to walk the area to look at alternate locations near the Search and Rescue building. The proposed facility is three 10' x 40' shipping containers without a foundation. The board discussed ways to improve the aesthetics of the shipping containers; paint and simple architectural improvements. Director DuCuennois did not support having a chain link fence around the training facility. The YC fire department is the only other entity that may need to use the training facility. If given approval, the fire department's timeline is to construct the facility in the summer. Vice President Reeves and Director Wheeler suggested a 5-year license with a 6-month notification of cancellation and a site restoration provision. Farhat described the other Big Sky locations that they have explored, with one requiring a \$1,500 per month lease. *The fire department will present a plan to the WSD board for consideration at its next meeting.*

SEWER OPERATIONS—Consent Agenda

Grant Burroughs remains concerned about storage capacity and whether the District will be able to use the Spanish Peaks (SP) pond this winter. With increased flows, snowpack, and anticipated spring I&I, storage capacity is projected to be tight this year. When the SP pond was refilled, it was leaking at about ½ gallon a minute. SP will drain it again and do another inspection. The board wants SP to be doing everything it can to have its pond online. Edwards commended SP's Jon Olsen and its contractor, Dick Anderson Construction for their efforts to get the pond repaired. As a temporary solution, Burroughs suggested that SP could install a sump pump this winter and recycle the underdrain water back into the pond. The District has not communicated with DEQ. *As directed, Edwards is to provide updates to the board as information is available.*

CAPITAL IMPROVEMENTS PLANNING: SCOPE & CONTRACT

AE2S representatives Scott Buecker, engineer, and Maria Effertz Hanson, communications strategist, reviewed the draft scope of services for the water resource recovery facility improvements, integrated communications plan, and the contract. AE2S has prepared a draft letter to the editor and is working on other communication concepts. The draft contract covers the project cost analysis but does not include design work. There are still a few items that need to be changed in the contract. *As directed by the board, the focus/priority is for an upgraded plant with improved treatment level using today's new treatment technology and the associated costs.* Alternative disposal options can largely be explored through use of existing reports and studies applied to the current level of treatment and the discharge options. The board discussed if a pipeline and permit is an immediate need for emergency uses. Buecker feels that pursuing snowmaking and pasture irrigation may be the easiest options to obtain. Incorporating comments from this meeting and Director Shanks, *the scope of the project, with a schedule, is to be finalized by the next board meeting.*

Vice President Reeves moved to authorize Edwards to review, tweak, and approve the contract between WSD and Advanced Engineering and Environmental Services Inc. (AE2S) not to exceed \$360,297. Director DuCuennois seconded the motion. Motion unanimously passed.

Hanson/AE2S will provide training to the District staff and board on terminology, and responses as part of an integrative communication plan. Director DuCuennois stated that information needs to get out that the District is authorizing a contract to upgrade the treatment facility using new technology to meet treatment levels that very few if any communities in Montana have done. *For the next meeting, Hanson will prepare fact sheets and provide board and staff training. Edwards and President Cronin will work with Buecker to finalize the draft letter for a guest editorial in the Chronicle.*

CONFLICT OF INTEREST POLICY

The amended Conflicts of Interest policy was presented to the board for approval per follow up from the December meeting. The dates were changed to January 31, 2018. Board members who have not yet submitted the form D-1 will need to do so. Board and staff also have to read the handbook and sign the form that will be held on file at the District office.

Director Reeves moved to adopt the amended Conflicts of Interest Policy with revisions as presented. Director Wheeler seconded the motion. Discussion. Motion unanimously passed.

BIG SKY SUSTAINABLE WATER SOLUTIONS COLLABORATION

The executive summary of the 12/22/17 draft of the Big Sky Area Sustainable Watershed Stewardship Plan as prepared by RESPEC was provided in the board packet. The whole effort reinforced relationship building and communication networking. The final report will be presented at a public meeting to be held January 31, 2018, 5:30-7:00 pm at the Big Sky Chapel. Edwards will do a short presentation at this meeting.

CAPITAL IMPROVEMENTS PLAN (CIP) PROJECTS

The CIP was covered under Business Action.

DEVELOPMENTS AND SUBDIVISIONS

COS 214 Bough Subdivision: A meeting was held with the engineers to review changes to the water and sewer extension work. DEQ has not yet approved the subdivision.

Sweetgrass Hills Tract 2, Meadowview Subdivision: Edwards has issued a capacity letter for this parcel above the tennis courts. Director Wheeler restated his conflict of interest as a representative for this development. Director Shropshire stated that both his home on Lot 5 and his vacant Lot 6 in Sweetgrass Hills overlook the development. Preliminary plat should be submitted this week. The plan is for this project to be in construction this year. Mountain Lakes Condos: Edwards confirmed that at its November 18, 2014 meeting, the board did approve an increase of 8.0 additional SFEs bringing the total SFEs from 52.5 to 60.5 SFEs. The fees will be the same at \$10,000 per SFEs.

AGREEMENTS

Yellowstone Club Agreement and Spanish Peaks Resort (SPR) Storage & Irrigation Project: The draft Declaration of Easement between SPR and the District was provided in the board packet. Jon Olsen and Susan Swimley were emailed the pipeline easement and exhibits for the SPR section of pipeline. *The board wants to see the final irrigation agreement for signatures. Edwards and Director DuCuennois are to call the respective attorney to complete the easement and language for properties in YC and SPR.*

Ray Armstrong's, DOWL, disposal capacity letter was reviewed. Armstrong updated his data based on the numbers provided by Edwards. The letter factors the future storage needs of YC for its own pond which will leave only 6 million gallons for the District's use. The lower SPR pond will be fully available to the District. The board discussed if a letter needs to be sent to YC requesting additional storage. The District will not send a letter to YC at this time as YC is working on expanded disposal. *Director DuCuennois will report on YC's disposal plans to the board at the February meeting.*

DISTRICT ELECTIONS

Legal counsel, Susan Swimley, has determined that non-resident District property owners cannot run for the board under the new election laws. District property owners who are not registered to vote in Montana are ineligible to run for the board.

SEWER & WATER PERMITS & CORRESPONDENCE

No discussion.

GENERAL CORRESPONDENCE

There was no general correspondence requiring board action.

NEXT MEETING

The next Board meeting is tentatively scheduled for Tuesday, February 20, 2018, at 8:00 am.

The annual dinner will be held at February 2.

ADJOURNMENT

Director Shropshire moved to adjourn the meeting at 10:48 am. Vice President Reeves seconded the motion. Motion unanimously passed.



Dick Fast, Secretary

1-16-18. min (Board Approved 2/20/18)