

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: November 3, 2014

Time: 6:30PM

Place: Gallatin Gateway Fire Station, 320 Webb St., Gallatin Gateway, MT

For: Regular Meeting of the Board of Directors

AGENDA

- 1. Public Participation on Non-Agenda Items¹**
- 2. Approval of Minutes**
 - a. Approval of Meeting Minutes for October 6, 2014
- 3. Reports of Officers, Standing Committees, and Special Committees**
 - a. Report of General Manager & Report of Financial Condition
 - b. Report of Community Liaison Committee
 - c. Report of Engineer
 - i. Technical Status and ongoing design review comments
 - ii. RUS Reports, Administration and Draw Requests
 - iii. TSEP Reports, Administration and Draw Requests
 - iv. CDBG Reports, Administration and Draw Requests
 - v. DNRC Reports, Administration and Draw Requests
- 4. Unfinished Business and General Orders**
 - a. Third Reading and Decision of an Ordinance Amending the Rules and Regulations of the District and Establishing a Volume Ratio Unit Allocation Schedule
- 5. New Business**
 - a. Any New Business Which May Come Properly to the Board

¹ 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.

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 St., Gallatin Gateway, MT, on November 3, 2014. Present at the meeting were board members Eric Amend, Ted Border, Steve Janes, and David Sullivan. General Manager Matt Donnelly was also present. In attendance were Kurt Thomson from Stahly Engineering, and Larry Watson from Gallatin County. Public attendees included Christie Francis.

President Border called the meeting to order at 6:33 p.m. Matt Donnelly recorded the minutes of the meeting.

PUBLIC COMMENT

President Border asked for public comment on non-agenda items. There were no non-agenda items raised.

President Border proceeded to the next item on the agenda.

APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the October 6, 2014 regular meeting minutes, President Border asked whether there were any corrections. Seeing none, President Border then noted that no topsoil had actually been dug from the District's Cottonwood Road disposal site, but instead existing mounds of topsoil had been removed. Director Sullivan moved to strike the word "dug" and replace with "moved imported dirt" and to approve the minutes with the correction. Director Amend seconded. The motion passed unanimously.

REPORT OF GENERAL MANAGER, TREASURER & APPROVAL OF EXPENDITURES

GM Matt Donnelly provided the report. Mr. Donnelly has been working on activities related to CDBG and Stahly, which will be covered in reports later in the meeting. He provided a brief review of the status of the lawsuit noting that Judge Brown has received all necessary filings and is free to issue an opinion at any time. The Board then briefly discussed ramifications of either a favorable or adverse opinion. The discussion did not lead to any actions. Mr. Donnelly then briefed the Board on the issue reported during the October meeting related to some unknown party moving soil on the District's disposal site. He reported that Susan Swimley is still trying to contact the owner of the Buffalo Station, therefore no progress has been made to find the identity of the responsible party but the efforts to identify the party have not ceased.

After Board discussion of the Manager's report, Mr. Donnelly moved to the Treasurer's report. The Board reviewed the financials provided by Maralee

Sullivan. Mr. Donnelly then briefed the Board on the status of the accounting review. Having concluded that a full audit is not required for the fiscal year ending 6/30/2014, the audit firm (JCCS) recommended that they instead compile financial reports and provide commentary on the District's financial controls outside of a formal audit. Mr. Donnelly then presented the Board with draft financial statements compiled by JCCS, a draft engagement letter outlining a limited scope of work proposed by JCCS, and a written recommendation from Treasurer Sullivan recommending that the District pursue the limited scope of work JCCS rather than a full audit because this course of action would save the District approximately \$4500. Director Sullivan moved to engage JCCS for the limited scope of work rather than a full audit and to authorize President Border to sign the JCCS engagement letter. Director Amend seconded. After discussion President Border called the question. The motion passed unanimously. President Border then noted that JCCS has generously offered to provide \$500 in pro bono services to assist the District toward their goal of establishing affordable public utilities in Gallatin Gateway. On behalf of the Board and the community President Border offered sincere gratitude.

Mr. Donnelly then presented Treasurer Sullivan's written request to pay the Bozeman Chronicle \$42 for legal notice of the October public hearing. Director Sullivan moved to authorize payment. Director Janes seconded. After discussion the motion passed unanimously. Director Sullivan then asked whether Board approval is required for every small and/or recurring expense. After discussion, Director Sullivan requested that the GM and Treasurer draft a policy for expense approval to be reviewed at the December meeting.

Mr. Donnelly then presented Treasurer Sullivan's written notes regarding the late payment fees. After discussion, Director Janes requested that the GM and Treasurer draft a policy for late payment fees and to ensure the proposed policy contains provisions for the equitable treatment of those who have already paid a late payment fee.

REPORT OF COMMUNITY LIAISON COMMITTEE

Director Janes affirmed last month's discussion related to methods for communicating with interested parties. He was especially interested in methods for communicating with renters, given that newsletters are being distributed to property owner. He inquired as to the status of the email list and website. He suggested that the next newsletter contain a section asking interested parties to submit email addresses of people wishing to receive the newsletter in electronic format.

REPORT OF ENGINEER, GRANT AGENCY DRAWS & REPORTS

Kurt Thomson provided the engineer's report. Stahly continues to push to finalize the design and submit to DEQ in November. He presented some proposed changes to the north easements (at landowner's request) and said new easement documents were being drafted. GM Donnelly provided a brief overview of the status of the District's grants.

Grant Agencies:

- RUS: nothing to report
- TSEP: nothing to report
- CDBG: Larry Watson provided the report. All public hearings at the County and State level are complete. The Dept. of Commerce (DoC) has received all relevant materials. The County's request for release of funds is now under review by DoC. Mr. Watson was not able to provide a definitive timeline for a decision, but he said he does not anticipate a lengthy review process.
- DNRC: nothing to report

UNFINISHED BUSINESS AND GENERAL ORDERS

Third Reading of an Ordinance Amending the Rules and Regulations of the District and Establishing a Volume Ration Unit Allocation Schedule

Mr. Donnelly read Ordinance 14-01 Amending the Rules and Regulations of the GGWSD and Establishing a Volume Ration Unit Allocation Schedule for the third time. President Border asked for public comment on Ordinance 14-01. Seeing none, President Border turned to Board discussion. Director Sullivan moved to adopt Ordinance 14-01. Director Amend seconded. After discussion President Border called the question. The motion passed unanimously. President Border advised all in attendance that Ordinance 14-01 would become effective in 30 days, on December 3, 2014.

NEW BUSINESS

President Border asked for any new business. Seeing none, President Border noted that the next meeting date is December 1, 2014.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:28 p.m.

Secretary