

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

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## **PUBLIC MEETING**

**Date:** December 7, 2015

**Time:** 6:30PM

**Place:** Gallatin Gateway School, 100 Mill St., Gallatin Gateway, MT

**For:** Regular Meeting of the Board of Directors

## **AGENDA**

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

### **II.Approval of Minutes**

- A. Approval of Meeting Minutes for November 2, 2015
- B. Approval of meeting Minutes for November 7, 2015
- C. Approval of Meeting Minutes for November 19, 2015

### **III.Reports of Officers, Standing Committees, and Special Committees**

- A. General Manager Report, Treasurer Report, Approval of Expenditures
- B. Report of Engineer
  - i. Technical Status
  - 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
  - vi. SEARCH Reports, Administration and Draw Requests

### **IV.General Orders**

- A. Election of Directors by Acclamation
- B. Election of Officers

### **V.Adjourn**

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<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.

# **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 School, 100 Mill St., Gallatin Gateway, MT, on December 7, 2015. Present at the meeting were board members Merle Adams, Ted Border, Ashley Kroon (via telephone) and David Sullivan. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were also present. Kurt Thomson from Stahly Engineering was present. Public attendees included Pete Stein.

President Border called the meeting to order at 6:34 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. 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 November 2, 2015 meeting minutes, President Border asked whether there were any corrections. None were noted. Director Sullivan made the motion to approve the minutes as written, Director Adams seconded the motion and the minutes were approved unanimously.

After confirming that all directors had a draft copy of the November 7, 2015 special meeting minutes, President Border asked if there were any corrections. None were noted. Director Adams made the motion to approve the minutes as written, Director Sullivan seconded the motion and the minutes were approved unanimously.

After confirming that all directors had a draft copy of the November 19, 2015 special meeting minutes, President Border noted 2 corrections: the location was GG School and Director Adams was not present; no other corrections were noted. Director Sullivan made the motion to approve the minutes as amended, Director Kroon seconded the motion and the minutes were approved unanimously.

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

##### General Manager Report, Treasurer Report, Approval of Expenditures

GM Matt Donnelly provided the report. He has been working with Dale Knutsen since the Board approved bringing him on board as a consultant on an

uncompensated basis. Dale is tracking the project and working on letters and documentation for the grant agencies. Mr. Donnelly is also working with Nico Hope from CDBG; she will be attending future District meetings, and they are working together on determining the appropriate engineer to draft the revised Environmental Assessment (EA), required by both CDBG and RD. DEQ has issued the discharge permit (dated 12/1/15), copies have been distributed and a copy was sent to TSEP as they had requested. The District has also received DEQ approval on its collection system design.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2015: Expenses for the month of November include \$332 in legal and \$10,500 in engineering fees, for the PER amendment. Once the final Stahly invoice for this task is received in December, she will work with Teresa to have a draw request prepared against the RD SEARCH grant intended to cover these costs. She noted that legal fees incurred for preparing the inter-local agreement would also be covered under this grant (up to \$9200).

#### REPORT OF ENGINEER, GRANT AGENCY DRAWS & REPORTS

Kurt Thomson provided the engineer's report. He has reviewed the final discharge permit, and did not see any changes from the draft permit. He also reviewed the DEQ's responses to public comment they received. He received a letter from MDOT, which outlines the steps to take for MDOT approval of pipeline plans. The surveying along the highway is mostly complete, no major issues or obstacles were discovered. GM Donnelly asked for clarification as to whether they feel there were no or minimal issues with conflicts or obstacles such as locates. Mr. Thomson said it was not fully drafted so it is too early to comment on obstacles, but from his inspection along the route there appears to be adequate room along the entire route. The PER amendment is complete and was handed out to the Board. Mr. Thomson stated that the next steps are to talk to the FCWSD engineer to look at connection to the plant, complete the surveying, and do the preliminary design for the point of connection. There was discussion among the Board as to whether to authorize Kurt to proceed with next steps, based on the limited authorization provided by the Board on November 7, for engineering amendment #7 (restricted to survey related work). GM Donnelly stated that it would be best to get the engineering work to the point where the District has formally submitted the DOT application, so the timeline is clear and evident, and MDOT can advise us officially as to what needs to be completed and when. After some discussion the Board concluded that these next steps should be included in survey related work, and so is included in what the Board previously authorized. Kurt will prepare the layout and will also talk with the Morrison-Maierle engineer to proceed with the DOT application. GM Donnelly asked Mr. Thomson to confirm that the total engineering estimate on the breakout of the force main connection to FCWSD were included in the PER amendment. Mr. Thomson confirmed they were included in the PER amendment.

Government reports, administration and draw requests:

- RUS: nothing to report
- TSEP: nothing to report
- CDBG: nothing to report
- DNRC: nothing to report
- COE: nothing to report
- SEARCH: nothing to report

## UNFINISHED BUSINESS AND GENERAL ORDERS

### Election of Directors by Acclamation

Secretary/Treasurer Maralee Sullivan read aloud Resolution 15-02:

Gallatin Gateway County Water & Sewer District  
Resolution 15-02

#### *A Resolution electing Directors by Acclamation*

**WHEREAS**, in November 2015 the terms of three (3) members of the Board of Directors for the Gallatin Gateway County Water & Sewer District (“District”) expired; and

**WHEREAS**, on June 1, 2015 the Board of Directors passed Resolution 15-01 calling for an election; and

**WHEREAS**, in a timely manner in August of 2015, Merle Adams, Ted Border and David G. Sullivan all submitted valid petitions of nomination to the Gallatin County Clerk and Recorder, Elections division; and

**WHEREAS**, pursuant to §7-13-2262, MCA, if the number of candidates is equal to the number of positions to be elected, the election administrator may cancel the election and the Board of Directors shall declare elected by acclamation the candidate(s) who filed nominating petitions.

#### **NOW THEREFORE, IT IS RESOLVED:**

1. Merle Adams, Ted Border and David G. Sullivan all submitted valid petitions of nomination to the Gallatin County Clerk and Recorder, Elections division.
2. The number of candidates being equal to the number of positions to be elected and the election administrator having cancelled the election, the Board of Directors now declares elected by acclamation Merle Adams, Ted Border and David G. Sullivan to the terms of the Board of Directors for the Gallatin Gateway County Water & Sewer District.

ADOPTED by the Board of Directors of the Gallatin Gateway County Water & Sewer District, Gallatin County, Montana.

Dated this 7th day of December, 2015

Director Sullivan made the motion to approve Resolution 15-02; Director Adams seconded, and the motion passed unanimously.

### Election of Officers

President Border opened the nominations for officers, starting with the office of President. Director Sullivan nominated President Border for another term as

office of President. President Border asked if there were more nominations and, hearing none, closed the nominations for President. Director Sullivan noted that maintaining President Border's leadership is important for continuity, and that he has done an excellent job. Hearing no further discussion, President Border called for a vote. President Border was elected to another term of President by a unanimous vote.

President Border opened the nominations for Vice President. Director Adams nominated Vice President Eric Amend, for another term as Vice President. President Border asked if there were more nominations and, hearing none, closed the nominations for Vice President. The Board noted that he has been a great addition to the Board and his knowledge has been an asset. Hearing no further discussion, President Border called for a vote. Vice President Eric Amend was elected to another term of Vice President by a unanimous vote.

#### NEW BUSINESS

President Border asked for any unfinished or new business, and seeing none, President Border noted that the next regular meeting date is January 4, 2016.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:23 p.m.



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Secretary