

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

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## **PUBLIC MEETING**

**Date:** MAY 2, 2016

**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 April 4, 2016
- B. Approval of Meeting Minutes for April 26, 2016

### **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
  - vii. USACE 595 Reports, Administration and Draw Requests

### **IV.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.

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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 May 2, 2016. Present at the meeting were board members Merle Adams, Eric Amend, Ted Border, Ashley Kroon and David Sullivan. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were also present. In attendance were Kurt Thomson from Stahly Engineering and Carol Lee-Roark from Sanderson Stewart. Public attendees included Warren Thiem.

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

#### APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the April 4, 2016 meeting minutes, President Border asked whether there were any corrections. Director Amend noted that his name should be capitalized. Director Adams made the motion to approve the minutes as amended, Director Sullivan seconded the motion and the minutes were approved unanimously with President Border abstaining.

After confirming that all directors had a draft copy of the April 26, 2016 special meeting minutes, President Border asked if there were any corrections. A typo was noted on page 1 (change probably to probable). Director Sullivan made the motion to approve the minutes as amended, Director Amend seconded the motion and the minutes were approved unanimously with Director Kroon abstaining.

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

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

GM Matt Donnelly provided the report. Grant administrator Teresa Doig has checked with the Army Corp of Engineers who advised that the contract is working its way through their system and should be finalized in a few weeks. The Corp grant money will be used to pay off the engineering invoices. The District is still waiting on one final easement for the Gallatin Gateway Inn, which is being mailed to council Susan Swimley.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2015: Income included \$18,691 from the RD SEARCH grant, which paid legal fees associated with the interlocal agreement as well as engineering expenses for the PER amendment. TSEP draw request #16 was received in the amount of \$23,943.55 for engineering expenses, and a check was sent to Stahly. Director Kroon is investigating the \$975.00 invoice from MDEQ, as discussed in the April 26, 2016 Board meeting, and will advise as soon as she has a definitive answer.

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

Carol Lee-Roark provided a status report on the environmental assessment (EA). The EA is complete and she is waiting on a date for the County Commissioners' meeting and will attend (meeting will be scheduled following the 15-day public review period).


Kurt Thomson provided the engineering report. He is working on the responses to MDT and DEQ; he has made one plan revision. Mr. Donnelly advised timing of the MDT response is critical as council Susan Swimley needs to provide the opinion of counsel relative to rights-of-way, and Mr. Thomson advised he would complete the response the next day. He will deliver the spec book to Karen Sanchez, USDA, at his meeting with her to review the PER amendment, scheduled for this Wednesday. He will also send the spec book to the other agencies. In response to Mr. Donnelly's question on when the District can go out for bid, Mr. Thomson replied June (as early in the month as possible). Funding agencies require that the entire project be put out to bid at once. Mr. Thomson confirmed that his response to DEQ, response to DOT, PER amendment responses to USDA, and the specs would all be provided this week. He submitted the plans to FCWSD on April 1, and they had requested 2 changes be made to the plans: 1) Connect to the 16" force main instead of the wet well. After discussion with the FCWSD engineer it was agreed that connecting to the wet well is preferable. 2) Request that GGWSD install a variable frequency drive (VFD) on the lift station pumps, which could add significant cost; this is still being discussed. Mr. Thomson stated he does not believe they are needed.

Ms. Sullivan reported on the various government reports, administration and draw requests:

- RUS: Nothing to report
- TSEP: Draw request #17 was presented for \$21,380 to pay Stahly's current invoice in full. There was no public comment. Director Sullivan made the motion to approve TSEP draw request #17; Director Kroon seconded the motion and it passed unanimously.
- CDBG: nothing to report
- DNRC: nothing to report
- COE: nothing to report
- SEARCH: nothing to report

UNFINISHED BUSINESS AND GENERAL ORDERS

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:10 p.m.

A handwritten signature in black ink, appearing to read "Harold K. E. O.", written above a horizontal line.

Secretary