

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

---

## **PUBLIC MEETING**

**Date:** April 6, 2015

**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 Items<sup>1</sup>**
- 2. Approval of Minutes**
  - a. Approval of Meeting Minutes for March 2, 2015
- 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**
- 5. New Business**
  - a. Any New Business Which May Come Properly to the Board

---

<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**

---

## 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 April 6, 2015. Present at the meeting were board members Merle Adams, Eric Amend, Ted Border, and David Sullivan. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were also present. Kurt Thomson from Stahly Engineering was also present. Members of the public included Sandy Hart and Ashley Kroon.

President Border called the meeting to order at 6:30 p.m. Secretary Maralee Parsons Sullivan 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 March 2, 2015 meeting minutes, President Border asked whether there were any corrections. None were noted. Director Adams made the motion to approve the minutes as written, Director Amend seconded the motion and the minutes were approved unanimously.

#### REPORT OF GENERAL MANAGER, TREASURER & APPROVAL OF EXPENDITURES

GM Matt Donnelly provided the report. He provided the Board with a copy of the discharge permit application, now pending before DEQ. ***(NOTE: Mr. Donnelly's comments made during the Board meeting as to timeline of the CDBG public hearing process were corrected in his 4/13/15 email to the Board of Directors, and the draft minutes have been edited and written to reflect the accurate timeline)***. The County-level 30-day public comment period is to end on April 13, 2015, followed by a 1-week review period at the county, and then 15 days of review at the state Department of Commerce. Mr. Donnelly introduced Ashley Kroon as a potential candidate for the open seat on the Board, to be discussed in new business.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY2015 starting July 1, 2014: Income for March included a \$46,003.98 draw from DNRC to pay engineering invoices, and \$2,322 in quarterly invoicing of the benefitted lot charge. No new Stahly invoice was

received in March, pending the signed planning grant (\$10K) from DNRC to cover the work required to submit a new discharge permit. The signed contract was received mid-March and Teresa Doig is working with Stahly on the paperwork required, and she will submit a draw request when all paperwork has been received. The District has \$5,200 in its general fund, with \$3,347 in receivables. Accounts payable consists of \$109,765 owed to Stahly, and \$23,653 owed for legal fees.

The contract was just received from the Army Corps of Engineers for a new \$200K grant, which should allow the District to pay off 100% of its payables to Stahly.

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

Kurt Thomson provided the engineer's report. The new discharge permit application was submitted to DEQ two weeks ago, and he confirmed that DEQ has received the application. He is working on the new engineer's estimates and will send a copy to everyone as soon as it is completed. He is adding costs for the new greenhouse-like structure, Nitrogen filter, and UV disinfection. A contract amendment will be ready for the Board's review next month. President Border requested that Mr. Thomson also provide the Board with an update on O&M costs, for review next month, which Mr. Thomson agreed to do.

At Mr. Donnelly's request there was some discussion among the Board as to what should be the engineer's focus over the next 4 months while the discharge permit is pending. August is a critical month according to the granting agencies, which will want to see significant progress at that point in order to extend the contracts. The Board feels they need a timeline from the engineers to complete the design work on the new components, time needed for preparing contract amendments, and DEQ submission timelines. Mr. Thomson will provide this at the May Board meeting. Mr. Donnelly will also ask District council Susan Swimley to attend the next meeting.

- RUS: - no report
- TSEP: - Ms. Sullivan presented a draw request for \$19,178.24 to pay legal fees. Director Amend made the motion to approve the TSEP draw request; Director Adams seconded the motion, and it passed unanimously.
- CDBG: - no report
- DNRC: - no report

### UNFINISHED BUSINESS AND GENERAL ORDERS

None.

### NEW BUSINESS

President Border asked for any unfinished or new business. Ashley Kroon introduced herself as a potential candidate for the open seat on the Board. She grew up in Bozeman and lives in Gallatin Gateway. She holds a B.S. in civil engineering and a master's degree in environmental engineering, both from MSU. She currently works at Western Transportation Institute at MSU as a research scientist. She did her masters research on wetlands with a lot of fieldwork, and has completed course work on wastewater treatment process/design. Mr. Donnelly suggested she review some technical documents, which he will provide for her. Director Sullivan requested a copy of her resume for review. Discussion and decision for nominations and appointment to the open seat on the Board will be on next month's agenda.

Director Amend noted at the Commissioners meeting in early March he sensed the Commissioners may need to be brought up to speed on the latest developments in the District's progress. Director Adams said he would call Steve White. President Border has been sending the commissioners the quarterly newsletters.

President Border asked for additional unfinished or new business, and seeing none, President Border noted that the next meeting date is May 4, 2015.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:35 p.m.

---

Secretary