

# **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 November 5, 2018. Present at the meeting were board members Eric Amend (via phone), Ted Border, and David Sullivan. General Manager Matt Donnelly (via phone) and Secretary Maralee Parsons Sullivan were present. Kurt Thomson from Stahly Engineering was also present. Members of the public included Anna Jessen.

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. Ms. Anna Jessen, representing Dick Kendall, asked if there was any news on how new development outside the District should proceed with requesting annexation into the District. GM Matt Donnelly advised that he has a meeting scheduled with Four Corners Water & Sewer District mid-November and advised Ms. Jessen that the Districts will be working together to develop a process to respond to such requests.

#### CONFLICT OF INTEREST DISCLOSURE

President Border asked if there were any items of conflict of interest, or potential conflict of interest, to be raised. None were raised.

#### APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the September 10, 2018, meeting minutes, President Border asked whether there were any corrections. One correction was noted on page 3, the asphalt pad measurements should be 10' x 10'. Director Sullivan moved to approve the minutes as amended; Director Amend seconded the motion and the minutes were approved unanimously.

After confirming that all directors had a draft copy of the September 17, 2018, special meeting minutes, President Border asked whether there were any corrections. None were noted. Director Amend moved to approve the minutes as written; Director Sullivan 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. On the O&M update, he noted that October was the first full month will 100% of hook-ups complete. Flows are averaging 11-12,000 gal per day, and there have been no issues with the lift station over the past 2 months. He noted that Staff will be working to get maintenance contracts in place over the next few months. He has also been working with RD & CDBG to get the CDBG grant closed out. He also noted that the lawyers are still reviewing the change proposal from JR for utility conflicts and hopes to have information to the Board soon.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2018: She noted that the District has been making monthly transfers to its Bond Reserve account and SLA (short-lived assets) account. She advised that later this month she will make the final payment of \$2,502 to close out the outstanding balance on the District's line of credit. She also noted that the District made its semi-annual payment of just under \$11K to RD on the Series B bond loan. She also advised that the District is scheduled for its 2017-2018 audit starting November 26, 2018.

#### Report of Ad Hoc Committee on Rules

There was no report provided.

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

Ms. Sullivan presented a draw request prepared by Grant Administrator Teresa Doig, for \$17,826.68 as the final TSEP draw request. She noted that TSEP did not approve a contract extension beyond 6/30/2018, so the District can only request eligible expenses prior to that date (including reimbursement). The TSEP budget has \$1,404.45 remaining in the admin line and \$16,442.23 in contingency. Ms. Doig and Treasurer Sullivan recommend that the Board approve payment of Stahly invoice #68 for grant administration (\$1,277.63) and approve the proposal to move the remainder of the admin budget (\$126.82) along with contingency into construction as a partial reimbursement of JR Civil invoice #11. The next RD draw will then be reduced by the reimbursement amount. It was noted that alternatively all of the remaining TSEP funds can be applied to construction reimbursement, but Ms. Sullivan noted that applying \$1,404.45 to payment of Stahly invoice #68 reduces the District's A/P liabilities by that amount. Director Amend moved to approve payment of Stahly invoice #68 and approve the draw request as presented; Director Sullivan seconded. There was no further Board discussion and no public comment. The motion carried 3-0.

Kurt Thomson provided the engineer's report. He said the only item of note is that there have been many delays in having the asphalt sub-contractor complete the paving. He noted they were in town today and were able to complete some work on Rabel Lane. The timing of the continuation of paving work will be weather-dependent. He noted he is keeping the County Roads department in the loop.

REGULAR BUSINESS

Discussion and Decision on Petition for Review of VRU computation for S. Meyers

GM Donnelly advised that Mr. Meyers had advised him he wants to speak to the Board but has requested that this be put off until the December meeting. Discussion was postponed until next month.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 6:55 p.m.

*Maralee J. Parsons*

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Secretary