

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: September 6, 2011

Time: 6:30PM

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

For: Regular Meeting of the Board of Directors

AGENDA

I. Call To Order

- A. Call To Order (Adams)
- B. Public Participation on Non-Agenda Items¹ (Adams)

II. Approval of Minutes

- A. Approval of Meeting Minutes for August 1, 2011 (Adams)

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

- A. Report of General Manager & Report of Financial Condition (Donnelly)

IV. Unfinished Business and General Orders

- A. Discussion and Decision Creating Ad Hoc Committee to Conduct Solicitation for Engineering Services (Border)
- B. Discussion and Status of CDBG Grant Application (Threlkeld and Fillbach)
- C. Discussion and Approval of Uniform Application for CDBG Grant (Watson if present, or Donnelly)
- D. Status of Other Grants and Grant Applications (Donnelly)
- E. Planning and Review of Agenda for September 13 Public Meeting (Donnelly)

V. New Business

- A. Any New Business Which May Come Properly to the Board (Adams)

VI. Adjourn

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 in the boardroom of the Gallatin Gateway Fire Station on September 6, 2011. Present at the meeting were board members Merle Adams, Ted Border, David Sullivan, Charlie White and Earl Wortman. Matt Donnelly was also present.

The meeting was called to order at 6:33 p.m. by President Adams. Matt Donnelly recorded the minutes of the meeting.

PUBLIC COMMENT

President Adams asked for public comment. Seeing none, President Adams proceeded to the next item on the agenda.

APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the August 1, 2011 minutes, President Adams asked whether there were any corrections. Seeing none, Director White moved to moved to approve the minutes and Director Sullivan seconded. The minutes were unanimously approved.

REPORT OF GENERAL MANAGER

Mr. Donnelly gave a report of the financial condition of the district. He then reported that the Elections Office had received two valid nominating petitions and that a third nominating petition was in question until the residence of one of the signators is verified. The need for verification is related to the recording of previous annexation ordinances, and the Elections Office is investigating. In any case, there will be no election for vacant directors positions and the positions will be filled either by acclamation or by nomination.

AD HOC COMMITTEE TO CONDUCT ENGINEER SOLICITATION

Director Border then discussed the engineer selection process. He recommended that the Board form a committee to select an engineering firm for the District and asked for volunteers to join the committee.

After discussion, Director White moved that the Board form an Engineer Selection Committee for the purpose of obtaining Statements of Qualifications for engineering services and grant administration services from a number of engineering or other firms; for selecting a subset of two or three firms for oral interviews with the full Board on or about November 7; for conducting the search in accordance with all applicable laws and regulations; and further appointing Ted Border as the chair of the committee. Director Sullivan seconded the motion, which passed unanimously.

After further discussion on the subject, Director White moved that the Engineer Selection Committee proceed on the assumption that the District will enter into a contract with the successful applicant to act as Engineer of Record for the District for a period of three years for tasks including design and construction of the initial sewer collection and treatment system and for additional tasks that may be added to the scope of the engineering services contract as needed by the District from time to time. Director Sullivan seconded the motion, which passed unanimously.

Director Sullivan and Larry Watson then volunteered to join the committee and both were appointed without objection by action of the President.

STATUS OF CDBG GRANT APPLICATION

Terry Threlkeld then presented the status of the CDBG grant application. Matt Donnelly was asked to post to the website that a copy of the CDBG application is available for review at the County Grant Administrator's office. Larry Watson said that the Uniform Application and other supporting documents were to be signed, pending the outcome of a hearing, at the County Commissioners meeting on September 20. The Board expressed its gratitude to Larry Watson and especially to Terry Threlkeld for putting together the grant application.

STATUS OF OTHER GRANTS

Mr. Donnelly then discussed the status DNRC and TSEP grants, noting that both organizations were proceeding to contract negotiations with the District. He then presented the Board with a DNRC grant award contract. After discussion Director Sullivan moved to accept the DNRC grant in the amount of \$100,000. Director White seconded the motion, which passed unanimously.

REVIEW FOR SEPTEMBER 13 PUBLIC MEETING

The Board then turned to a discussion of the agenda and presentation materials for the September 13 public meeting. The Board made edits to the presentation materials and approved the agenda.

NEW BUSINESS

Seeing no new business, President Adams noted that the next meeting date is October 3.

Director Wortman moved to adjourn; Director Border seconded the motion. After unanimous vote the meeting was adjourned at 8:24 p.m.

Secretary