

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: October 1, 2012
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
- B. Public Participation on Non-Agenda Items¹

II. Approval of Minutes

- A. Approval of Meeting Minutes for September 4, 2012
- B. Approval of Meeting Minutes for September 24, 2012

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

- A. Report of General Manager & Report of Financial Condition
- B. Report of Site Selection Committee
- C. Report of Engineer

IV. Unfinished Business and General Orders

- A. None

V. New Business

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

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 at the Gallatin Gateway Inn, 76405 Gallatin Road Gallatin Gateway, MT on October 1, 2012. Present at the meeting were board members Merle Adams, Ted Border, David Sullivan, Charlie White and Earl Wortman. Matt Donnelly and Maralee Parsons were also present.

President White called the meeting to order at 6:36 p.m. Maralee Parsons recorded the minutes of the meeting.

PUBLIC COMMENT

President White asked for public comment on non-agenda items. There were no non-agenda items raised.

President White proceeded to the next item on the agenda.

APPROVAL OF MINUTES

September 4, 2012: After confirming that all directors had a draft copy of the September 4 minutes, President White asked whether there were any corrections. Director Border requested a correction be made under the Site Selection Committee report to strike Director Border's name and replace with Director Wortman's name in the paragraph relating to a meeting with the engineers and a landowner. The amended minutes were approved unanimously, with Director Sullivan abstaining as he was not present at the meeting.

September 24, 2012: After confirming that all directors had a draft copy of the September 24 minutes, President White asked whether there were any corrections. Seeing none, the minutes were unanimously approved, with Directors Sullivan and Wortman abstaining, as they were not present at the meeting.

REPORT OF GENERAL MANAGER

Matt Donnelly reported no substantive change in the District's financial condition from September 4. The balance sheet indicates there is \$255 in the bank with payables of approximately \$60K for legal, engineering and administrative expenses, detailed on the P&L statement.

The status of grants was briefly discussed. RD will not release funds until there is a signed construction contract. DNRC grant (\$100K with \$75K remaining) will likely not be released until there is an agreement with TSEP. At this point it is expected that TSEP will be the next source of grant funds (\$750K). Teresa Doig has been reviewing the long list of start up conditions and finalizing the

paperwork for TSEP. The Environmental Report was submitted and TSEP replied with some questions. Teresa has prepared a response to these questions, which was provided to the Board, attachment titled "Environmental Questions" and is requesting Board approval to submit this response to TSEP. Director Wortman motioned to approve the Environmental Questions document and the document was unanimously approved.

In addition TSEP requires a Management Plan, and Matt Donnelly provided a draft to the Board and requested approval. There was some discussion around having the same person serving as both General Manager and Clerk-Treasurer. It was decided that the Board is comfortable submitting the Management Plan as is, but will be looking to add a dedicated Treasurer to the management team in the future. It was suggested that Rae Sewer District might be able to provide a potential person or guidance on how to proceed. Matt Donnelly will contact Rae and add an agenda item as a follow up for the November meeting. Director Border motioned to approve the Management Plan with the caveat that the Board continues to seek a dedicated Treasurer; Director Sullivan seconded the motion and it was unanimously approved.

CDBG grant: Larry Watson reported that the CDBG hearing ranked the GGSWD project in 5th place of the 7 projects approved and was the highest ranking water project (others were housing projects). The top 7 projects were submitted to the director and it is expected she will take action and send written notice of approval, hopefully this week. It will take about 6-8 weeks to get contracts in place and then the Board can submit items for reimbursement from CDBG.

Matt advised he plans to bring 3 proposals for auditors for the District, hopefully by the November meeting.

REPORT OF SITE SELECTION COMMITTEE

Director Merle Adams reported on the progress of the site selection committee.

Mr. Faller, the property owner adjacent to the potential treatment site immediately south of Bozeman Street, was present at the meeting. Kurt Thompson provided the engineers recommendation on capacity of the property, which had been questioned at the last meeting. The District is building a 30K gal/day system with the ability to grow to a 50K gal/day system, and at first glance this site does not appear to be big enough, but Stahly is doing additional surveying to confirm. This property may still be used as a potential lift station.

REPORT OF ENGINEER

Kurt Thompson gave the Engineer's Report. In addition to the discussion above, Stahly is doing test pits for locates; the east half of the right-away is done. Door-to-door surveys to determine the location of service lines for each building in the

District is underway and is approximately 25-30% complete. Work has begun on the district application.

Director Sullivan commented that there is still a potential to use Syd Kurland's property for both treatment and collection site, which would not need an additional lift station, which would be a cost savings. Director Adams agreed to contact the current owner to determine if she would be agreeable to discussion of selling her property.

UNFINISHED AND NEW BUSINESS

President White asked for unfinished business and there was none. President White asked for new business and seeing none, President White noted that the next meeting date is November 5, 2012.

President White then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:20 p.m.

Secretary