

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

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## **PUBLIC MEETING**

**Date:** June 1, 2009

**Time:** 6:00PM

**Place:** Gallatin Gateway Community Center, 145 Mill St.  
Gallatin Gateway, MT

**For:** Regular Meeting of the Board of Directors  
and Informational Meeting for Income Survey of Residents

## **AGENDA**

### **I. Call To Order**

A. Call To Order (Adams)

### **II. Public Information and Discussion Regarding Income Survey**

### **III. Public Forum and Comment<sup>1</sup>**

### **IV. Approval of Minutes**

A. Approval of Meeting Minutes for May 4, 2009 (Swimley)

### **V. Reports of Officers, Standing Committees, and Special Committees**

A. Report of General Manager & Report of Financial Condition (Swimley)

B. Report of the PER Selection Committee (Border)

### **VI. Special Orders**

A. Presentation of Draft FY2010 Budget (Swimley)

### **VII. Unfinished Business**

A. Insurance (Adams)

### **VIII. New Business**

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

### **IX. 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.

# **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 Community Center on June 1, 2009. Present at the meeting were board members Merle Adams, Ted Border, David Sullivan, Charlie White and Earl Wortman. Attorney Susan Swimley was present. Manager Matt Donnelly was not present. Members of the public present are listed on the Sign In Sheet attached.

The meeting was called to order at 6:06 p.m. by President Adams. Susan Swimley was asked to act as Secretary and record the minutes.

The first Agenda item was presentation and public information, followed by discussion, on the need for an income survey within the District. Board members personally distributed notice of the meeting and information on the income survey to residents inside the District. Sandy Kust of MAP informed the public and Board of the need for the income survey as the area of the District was included in the Four Corners census area. It is generally thought that the income levels within the District are lower than in the Four Corners Area. Ms. Kust explained the process and the methods used to ensure confidentiality. Ms. Kust explained the ways that an income survey may be taken and the how an income survey will assist in obtaining grant funding. Members of the public and the Board asked questions to clarify the process and ways in which an income survey interacts with grant funding sources. Some members of the public expressed frustration that they are landowners in the District but don't reside at the property in the District. That causes a break down in communication with the landowners. Ms. Kust then explained for purposes of the income survey the District needs to be contact with the residents and not the landowners.

Ms. Kust discussed the different methods to ensure that the correct percentage of income surveys are returned. The recommendation was to hand deliver the survey door to door and include instructions and an envelope to mail the survey back to Ms. Kust. She also recommended that a personal follow up may be necessary if the mailed back surveys do not meet the necessary percentage return to validate the income survey.

Craig Pozega of Great West presented information on the timing and process to complete the PER, then application for financing to design and build. He explained the funding cycles. Mr. Pozega explained that the PER will examine the needs for sewer, the physical limitations of the District (soils, etc.) and then evaluate three areas: collection system and area, disposal and treatment. Mr. Pozega estimated that the draft PER would be complete in March

of 2010 and the grant applications would be submitted in May of 2010. President Adams asked for public comment and one member of the public suggested that the District look into using the School's reader board to inform the public of meetings. There was continued public discussion on the formation of the District, the previous steps to seek the PER and funding for the PER and the boundaries of the District.

President Adams seeing no additional comments, moved to the next order of business.

President Adams, after confirming that all directors had a copy of the minutes of the last meeting, asked whether there were any corrections. None were noted. Director White moved to approve the minutes and Director Sullivan seconded the motion. The motion to approve the minutes of the May 4, 2009 meeting was passed unanimously.

Ms. Swimley was then asked to give the report of the General Manager and Treasurer.

The Board then received a report from Director Ted Border, Chair of the PER Committee, regarding obtaining funds to pay for the preliminary engineering review (PER) to evaluate options for a public wastewater infrastructure. Director Border reported that a four-prong approach is being utilized. The first approach is the TSEP funding, of which the grant application has committed funding and Gallatin County has committed to providing the matching funds. Gallatin County needed to do further research as to how to transfer the money. The second approach is to complete the income survey in order to secure Rural Development. The third approach is to look at an Inter-cap loan with the repayment based upon a rate structure. Craig Pozega of Great West informed the Board that it was unlikely for Inter-cap to grant the loan if the rate base was only the land within the District requiring septic pumping. Inter-cap's concern was that should the businesses cease operation, the District would not have a method to repay the loan. The fourth prong is donations from the community, which right now is being pursued in the form of fund raising.

The next order of business was the presentation of a draft budget for the 2009/2010 fiscal year. The Board considered the adoption of the proposed budget. Director Sullivan moved to approve the budget. Director Wortman seconded the Motion. President Adams asked about the projected expenditures. Ms. Swimley informed the Board she didn't bring the various Excel tabulations that encompassed the budget and suggested the Board could table the Motion until next meeting. The other directors also not having the supporting documentation agreed to postpone adoption the decision. Director White moved to table the vote on the Motion. Director Sullivan seconded the Motion to Table. The Motion to Table passed unanimously.

The next order of business was the discussion of the insurance needs of the District. President Adams compared the MACo policy to the needs to the Great West proposed contract and met with Tyler Delaney of First West to ensure the MACo policy would meet the Board's needs. Mr. Delaney also expressed that Great West's insurance may need to be altered. Ms. Swimley suggested that the Great West contract maybe altered to require additional insurance to cover design and building issues and that issue is separate from the Board's insurance. Director Wortman moved to purchase MACo's insurance for the Board once the District has sufficient funds to do so. Director White seconded the Motion. Motion passed unanimously.

Craig Pozega of Great West agreed to meet and discuss Great West's insurance requirements with President Adams.

The next order of business was fundraising. President Adams reported that the fundraiser will be a community event held at the Gateway Inn on August 15, 2009. He will put together an ad hoc committee to pursue a silent and live auction. Director White informed the Board that the venue is most appropriate for three different bands to play and he will be part of the committee. The Board will try to dovetail this event with Gateway Days and incorporate groups interested in protecting the river such as Trout Unlimited. There will be an advertising emphasis placed on attracting people from Bozeman to the event. The goal is to raise \$10,000.00 to \$15,000.000.

Director Adams then asked if there was any new business. Seeing none, Director Sullivan moved to adjourn and Director Whiter seconded. After unanimous vote the meeting was adjourned at 7:31 p.m.

The next meeting will be Monday July 6, 2009 at 6:30 p.m. at the fire hall.

Respectfully submitted,

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Susan Swimley, Acting Secretary