

Ordinance 2010 - 01

ORDINANCE ACCEPTING THE PETITIONS OF PROPERTY FOR ANNEXATION  
INTO THE  
GALLATIN GATEWAY COUNTY WATER AND SEWER DISTRICT

WHEREAS, the owners of real property by Petition, attached as Exhibit A, requested annexation into the Gallatin Gateway County Water and Sewer District by giving the legal description of the real property requesting annexation, being contiguous and executing an annexation agreement with the Gallatin Gateway County Water and Sewer District;

WHEREAS, the property described in Exhibit A is contiguous to the existing District and the property owners each acknowledged that currently the Gallatin Gateway County Water and Sewer District does not have any service capacity for any property within the District as the District is newly formed and is in the process of securing a Preliminary Engineering Report;

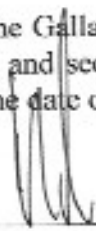
WHEREAS, on February 1, 2010, at a regularly scheduled and notice meeting of the Board of Directors, the Board considered the Petitions to annex this contiguous property.

WHEREAS, pursuant to §7-5-103, MCA, an ordinance must be read twice with not less than 12 days between readings, the second reading of this Ordinance shall be on March 1, 2010. After the second reading and the passage of thirty days the Ordinance shall be in full force and effect.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE GALLATIN GATEWAY COUNTY WATER AND SEWER DISTRICT AS FOLLOWS:

the Board by passage of this ordinance does agree to annex the property described in Exhibit A into the District and does not require an election of the members of the District in doing so.

ADOPTED by the Board of Directors of the Gallatin Gateway County Water and Sewer District after reading on February 1, 2010 and second reading on March 1, 2010. This Ordinance shall be in effect 30 days after the date of the second reading.

  
\_\_\_\_\_  
President, Gallatin Gateway Board of Directors

Attested:

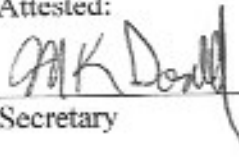
  
\_\_\_\_\_  
Secretary

EXHIBIT A

GALLATIN GATEWAY COUNTY WATER AND SEWER DISTRICT

In re the Annexation of )  
Property to the Gallatin )  
Gateway County Water )  
and Sewer District )

Petition for Annexation

THEODORE A BORDER is the owner of all that land set forth and described on Exhibit A hereto.

The registered voters within the boundaries of that property set forth on Exhibit A and Exhibit B hereto consist of the following individuals: (insert) THEODORE A BORDER  
JESS McCALL

More than 10% of these registered voters have executed this Petition for Annexation. \_\_\_\_\_ (owner), and (insert names of electors executing this instrument) hereby petition the Gallatin Gateway County Water and Sewer District to annex and otherwise incorporate all that property set forth and described on Exhibits A hereto within the jurisdictional authority and territory of the District.

THEODORE A BORDER desires to obtain sewage and other wastewater collection and treatment for the uses of those lands set forth on Exhibit A. In addition, \_\_\_\_\_ desires to obtain a water supply for these lands to provide potable water, [excluding any supply for the irrigation of lawns and gardens]\* add if applicable.

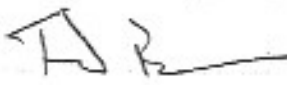
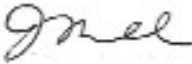
THEODORE A BORDER has made the following arrangements for a potable water supply: \_\_\_

- \_\_\_\_\_
- EXISTING WELL \_\_\_\_\_
- 
- \_\_\_\_\_
- 

Done this 30 day of APRIL, 2009

Jess McCall

LIST OF REGISTERED VOTERS WITHIN THE BOUNDRIES OF THAT  
PROPERTY SET FORTH ON EXHIBIT A

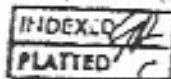
No.	Printed Name	Signature	Address
1			
2	THEODORE A BORDER		104 ADAMS
3	Jess E. McCall		104 Adams
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

All of Lot Seven (7) in Block One (1) of the Original Townsite of Salesville, (now Gallatin Gateway), Gallatin County, Montana, according to the official plat thereof on file and of record in the office of the County Clerk and Recorder of Gallatin County, Montana.

The East portion of Tract No. Two (2) according to the Original Plat of the Town of Gallatin Gateway, (formerly Salesville) of record in the office of the Clerk and Recorder of Gallatin County, Montana, and described as follows, to-wit: Beginning at the intersection of the East line of the Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ NW $\frac{1}{4}$ ) of Section Eleven (11), in Township Three (3) South of Range Four (4) East, and the North line of Lot Eight (8) in Block One (1) of the above townsite, thence running West along said North line of Block 1 a distance of 88 feet, thence due North 114 feet, thence due East a distance of 88 feet to the East line of said Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ NW $\frac{1}{4}$ ) of Section 11, thence South along said East line 114 feet to the point of beginning, containing 0.15 of an acre, more or less;

A tract of land situated in the Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ NW $\frac{1}{4}$ ) of Section Eleven (11) in Township Three (3) South of Range Four (4) East, M.P.M., particularly described by metes and bounds, as follows: Beginning at the Northwest corner of the Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ NW $\frac{1}{4}$ ) of Section 11, in Township 3 South of Range 4 East, thence South along the West line of said Quarter section 419.25 feet, more or less, to the North line of the Townsite of Salesville, (now called Gallatin Gateway), Montana, as platted and laid out; thence North 89°26' East along the North line of said Townsite 60 feet; thence North 419.25 feet, more or less, to the North line of said Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ NW $\frac{1}{4}$ ) of said Section 11, thence West along said North line a distance of 60 feet to the place of beginning; excepting therefrom all that portion conveyed by Daisy J. Stillman to Kenneth Wells and Hazel Wells, husband and wife, by deed dated March 25, 1957, which deed was filed for record on March 26, 1957 at 11:15 A.M. of said day, in Book 123 of Deeds, at page 448, records in the office of the County Clerk and Recorder of Gallatin County, Montana, all according to a Decree recorded in Book 20 of Decrees, page 485.

[All the above previously described in Film 152, page 4295]



321510

County of Gallatin, ss Filed for record MARCH 21ST, 1996  
 at 2:57 P.M., and recorded in Book 161 of DEEDS page 1861  
 by Shelley M. Cheney Recorder. By John W. Reichman Deputy

FEE: \$18.00

RT: AMERICAN LAND TITLE CO



That certain piece or parcel of land situated in the Southeast Quarter of the Northwest Quarter (SE 1/4 NW 1/4) of Section Eleven (11), in Township Three (3) South of Range Four (4) East of the M.P.M., described as follows, to-wit: Beginning at the Northwest corner of said Southeast Quarter of said Northwest Quarter (SE 1/4 NW 1/4) of said Section Eleven (11), thence South along the West line of said SE 1/4 of said NW 1/4 a distance of 205.25 feet, thence North 80° 26' East a distance of 60 feet, thence North parallel with the West line of said SE 1/4 of said NW 1/4 of said Section 11, a distance of 305.25 feet, more or less, to the North line of said SE 1/4 of said NW 1/4 of said Section 11, thence West along the North line a distance of 60 feet to the Northwest corner of said SE 1/4 of said NW 1/4 of said Section 11, the point of beginning.

together with all of the covenants, conditions, mortgages and appurtenances thereto in anywise.

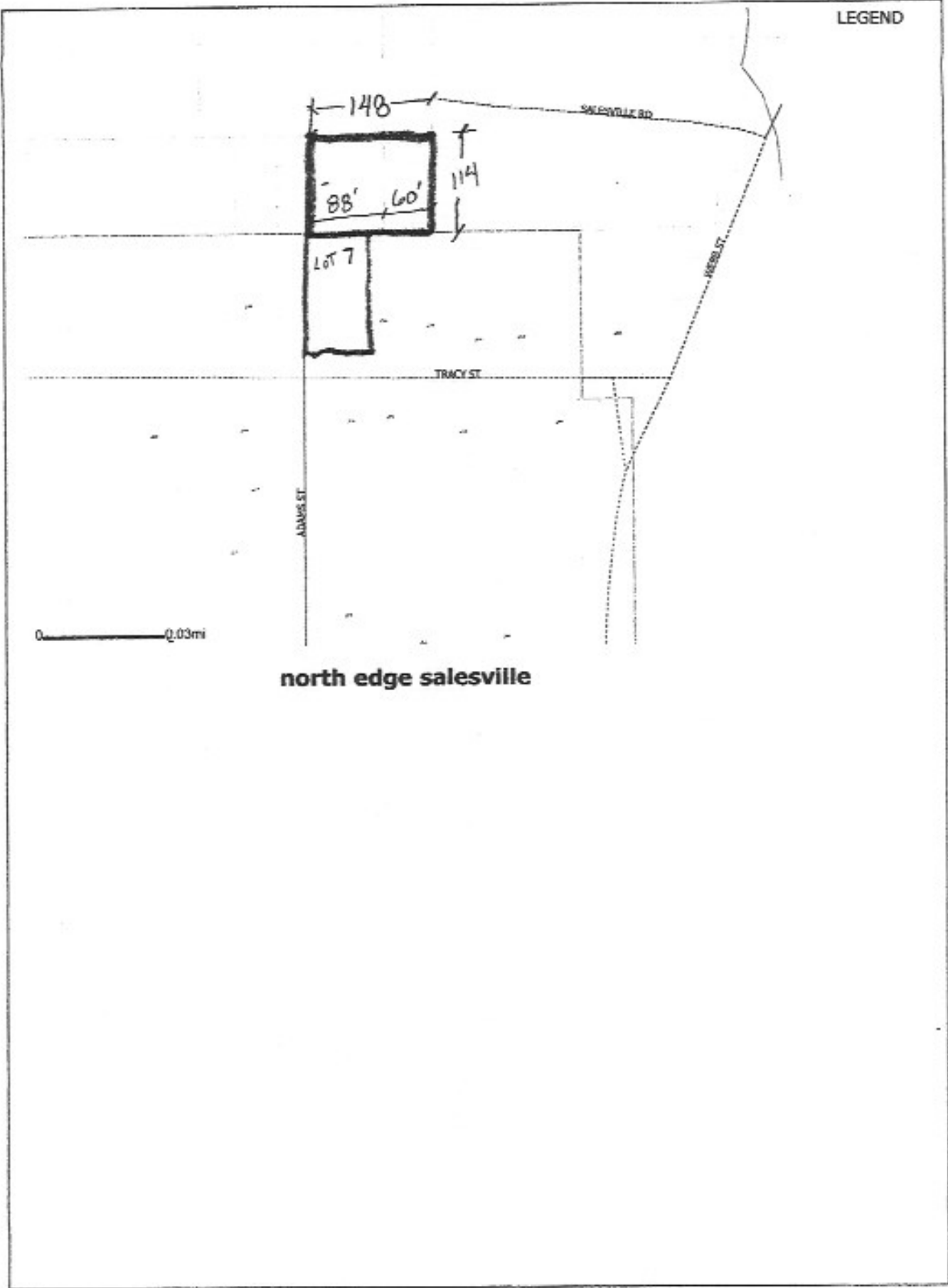
IN WITNESS WHEREOF, the said party of the first part has hereunto set her hand and seal, this 25th day of March, 1957.

*Daisy J. Stillman*  
Executive of the Lake Hill and  
Lumber Co. of the State of Montana

STATE OF MONTANA  
County of Park  
I, the undersigned, Notary Public for the State of Montana, do hereby certify that the within and foregoing instrument was duly executed before me by the person whose name is subscribed to the within instrument, as Secretary of the Lake Hill and Lumber Co. of the State of Montana, and acknowledged to me that she, as such Secretary, represented and intended my Notary as the day and date first above written.

*James St. Harbison*  
Notary Public for the State of Montana  
Residing at Bozeman, Montana  
My Commission expires January 14, 1957

Filed for record 11:45 A.M. 3/25/57  
123 or 450  
Earl Walton  
Recorder By *Earl Walton*  
Rt. George Hoffman



north edge salesville

GALLATIN GATEWAY COUNTY WATER AND SEWER DISTRICT

In re the Annexation of Property to the ) Petition for Annexation  
Gallatin Gateway County Water and Sewer )  
District )

- Meredith Tate,  
Forrest Tate  
Linda & Carl & Christopher Anderson
1. Linda & Carl & Christopher Anderson is the owner of all that land set forth and described on Exhibit A hereto.
  2. 100% of the owners of all that land set forth and described on Exhibit A hereto have executed this Petition for Annexation.
  3. Meredith Tate, Forrest Tate, Linda & Carl & Christopher Anderson (owner), hereby petitions the Gallatin Gateway County Water and Sewer District to annex and otherwise incorporate all that property set forth and described on Exhibit A hereto within the jurisdictional authority and territory of the District.
  4. Owner desires to obtain sewage and other wastewater collection and treatment for the uses of those lands set forth on Exhibit A. In addition, owner desires to obtain a water supply for these lands to provide potable water, [excluding any supply for the irrigation of lawns and gardens] \*add if applicable.
  5. Owner has made the following arrangements for a potable water supply: 3 of the properties have a well

Done this 29 day of January, 2010

Linda J. Carl      Forrest Tate  
Christopher E. Anderson      Meredith Tate

Signature lines for property owners. Also, attach a legal description and label it Exhibit A.



Exhibit A

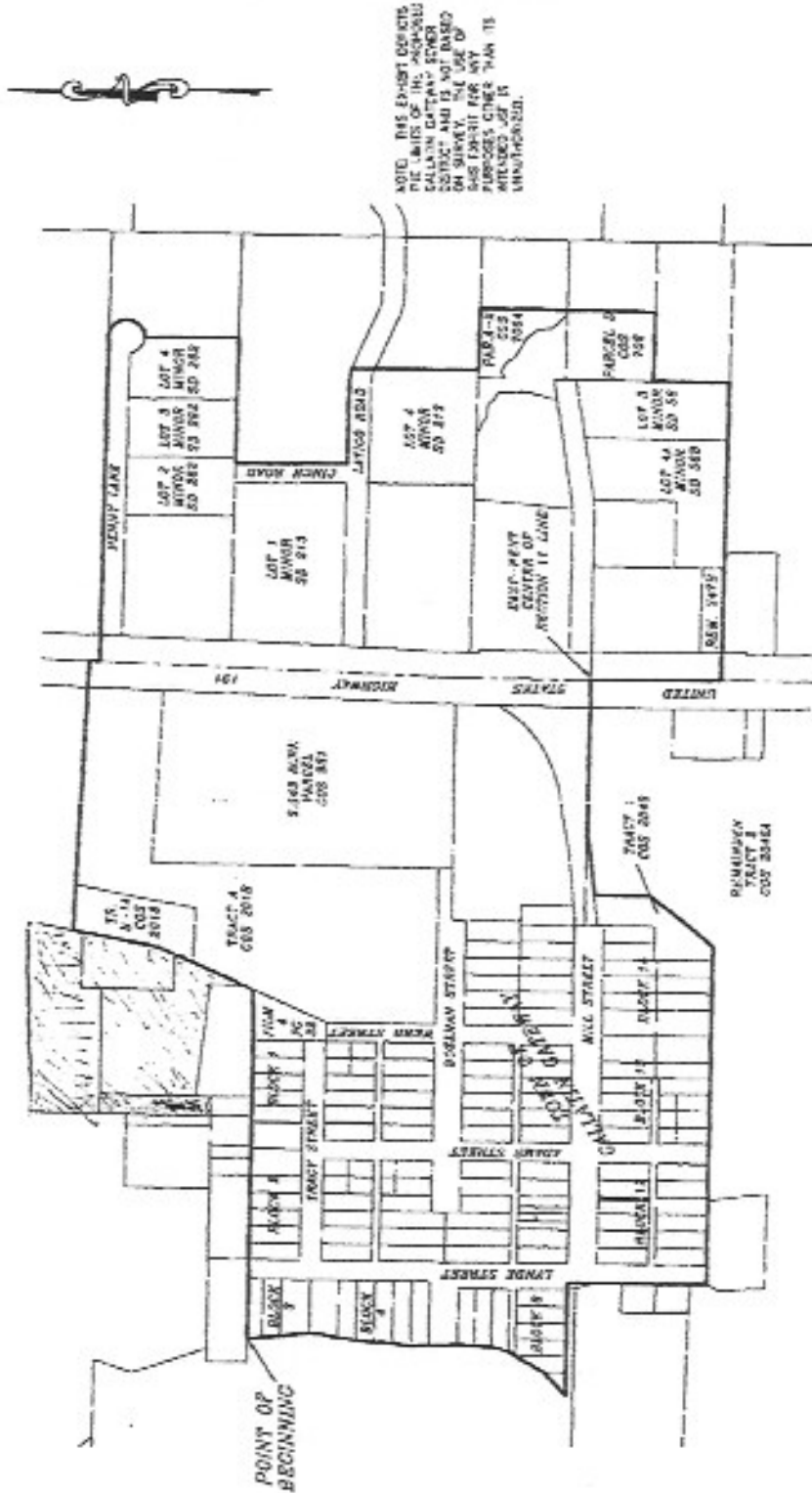
A 2.427 Acre Tract of Certificate of Survey No. 104A, a tract of land located in the NW1/4 of Section 11, Township 3 South, Range 4 East M.P.M., Gallatin County, Montana, according to the official plat thereof on file and of record in the office of the County Clerk and Recorder of Gallatin County, Montana.

Tract 2 of Certificate of Survey NO. 104, a tract of land located in the NW1/4 of Section 11, Township 3 South, Range 4 East M.P.M., Gallatin County, Montana, according to the official plat thereof on file and of record in the office of the County Clerk and Recorder of Gallatin County, Montana.

Parcel of land in the County of Gallatin, State of Montana, particularly described as follows, to-wit: That certain piece or parcel of land situate in the SE1/4NW1/4 of Section 11, in Township 3 South, Range 4 East of M.P.M., described as follows, to-wit: Beginning at the Northwest corner of said SE1/4NW1/4 of said Section 11, thence South along the West line of said SE1/4 of said NW1/4 a distance of 305.25 feet, thence North 89 26' East a distance of 60 feet, thence North parallel with the West line of said SE1/4 of said NW1/4 of Section 11, a distance of 305.25 feet more or less to the North line of said SW1/4 of said NW1/4 of said Section 11, thence West along the North line a distance of 60 feet to the Northwest corner of said SE1/4 of said NW1/4 of said Section 11, to the point of beginning. (Deed Reference: Book 123 of Deeds, Page 190)

Tract 1 of Certificate of Survey No. 104, EXEMPTING THEREFROM a tract 2.427 acres of Certificate of Survey 104A, located in the NW1/4 of Section 11, Township 3 South, Range 4 East, M.P.M., Gallatin County, Montana, according to the official plat thereof on file and of record in the office of the County Clerk and Recorder of Gallatin County, Montana.

**EXHIBIT B**  
**LIMITS OF THE PROPOSED SEWER DISTRICT**  
**CALLATIN GATEWAY, GALLATIN COUNTY, MONTANA**  
 NO SCALE



<p><b>MORRISON &amp; MAESLE, INC.</b>          ENGINEERS &amp; ARCHITECTS          1000 10th Avenue S.E.          Helena, Montana 59601          Phone: (406) 261-1111</p>	<p>PROJECT NAME:          CALLATIN GATEWAY DISTRICT</p>	<p>DATE:          10/15/2018</p>
<p>OWNER:          MORRISON &amp; MAESLE, INC.</p>	<p>PROJECT NO.:         2018-001</p>	<p>SCALE:          AS SHOWN</p>
<p>PROJECT NO.:         2018-001</p>	<p>DATE:         10/15/2018</p>	<p>BY:          [Signature]</p>

1 **GALLATIN GATEWAY COUNTY WATER AND SEWER DISTRICT**

2 In re the Annexation of Property to the ) Petition for Annexation  
3 Gallatin Gateway County Water and Sewer )  
4 District )

- 5 1. Sydney Kurland is the owner of all that land set forth and described on Exhibit  
6 A hereto.
- 7 2. 100% of the owners of all that land set forth and described on Exhibit A hereto have  
8 executed this Petition for Annexation.
- 9 3. Sydney Kurland (owner), hereby petitions the Gallatin Gateway County Water  
10 and Sewer District to annex and otherwise incorporate all that property set forth and  
11 described on Exhibit A hereto within the jurisdictional authority and territory of the  
12 District.
- 13 4. Owner desires to obtain sewage and other wastewater collection and treatment for the  
14 uses of those lands set forth on Exhibit A. In addition, owner desires to obtain a water  
15 supply for these lands to provide potable water, [excluding any supply for the irrigation  
16 of lawns and gardens] \*add if applicable.
- 17 5. Owner has made the following arrangements for a potable water supply: \_\_\_\_  
18 currently has pump  
19 \_\_\_\_\_  
20 \_\_\_\_\_  
21 \_\_\_\_\_  
22 \_\_\_\_\_

17 Done this 19 day of January, 2010

19   
20 \_\_\_\_\_  
21 \_\_\_\_\_  
22 \_\_\_\_\_

23 Signature lines for property owners. Also, attach a legal description and label it Exhibit A.  
24  
25

Exhibit A

Sydney Kurland  
P O Box 207  
Gallatin Gateway MT 59730

**Geo Code:** 06-0697-11-2-97-03-0000  
**TRS:** T03 S, R04 E, Sec. 11  
**Legal:** S11, T03 S, R04 E, TRACT 3 W2NW4 SEC 11  
3S 4E 34.00AC

**Geo Code:** 06-0697-11-2-20-01-0000  
**TRS:** T03 S, R04 E, Sec. 11  
**Legal:** S11, T03 S, R04 E, TRACT SW4NW4 SEC 11  
3S 4E .81AC

**Geo Code:** 06-0697-11-2-20-01-0000  
**TRS:** T03 S, R04 E, Sec. 11  
**Legal:** S11, T03 S, R04 E, TRACT SW4NW4 SEC 11  
3S 4E .81AC

1 **GALLATIN GATEWAY COUNTY WATER AND SEWER DISTRICT**

2 In re the Annexation of Property to the ) Petition for Annexation  
3 Gallatin Gateway County Water and Sewer )  
4 District )

- 5
- 6 1. LESTER B. & CHERYL L. GRIFFITH is the owner of all that land set forth and described on Exhibit  
A hereto. TRUST
- 7
- 8 2. 100% of the owners of all that land set forth and described on Exhibit A hereto have  
executed this Petition for Annexation.
- 9
- 10 3. LESTER B. & CHERYL L. GRIFFITH (owner), hereby petitions the Gallatin Gateway County Water  
and Sewer District to annex and otherwise incorporate all that property set forth and  
11 described on Exhibit A hereto within the jurisdictional authority and territory of the  
District.
- 12
- 13 4. Owner desires to obtain sewage and other wastewater collection and treatment for the  
uses of those lands set forth on Exhibit A. In addition, owner desires to obtain a water  
supply for these lands to provide potable water, [excluding any supply for the irrigation  
of lawns and gardens] \*add if applicable.
- 14
- 15 5. Owner has made the following arrangements for a potable water supply: \_\_\_\_

16 PROPERTY HAS PRIVATE WELL

17 Done this 22 day of JANUARY, 2010

18

19

20 Lester B. Griffith

21 Cheryl L. Griffith

22

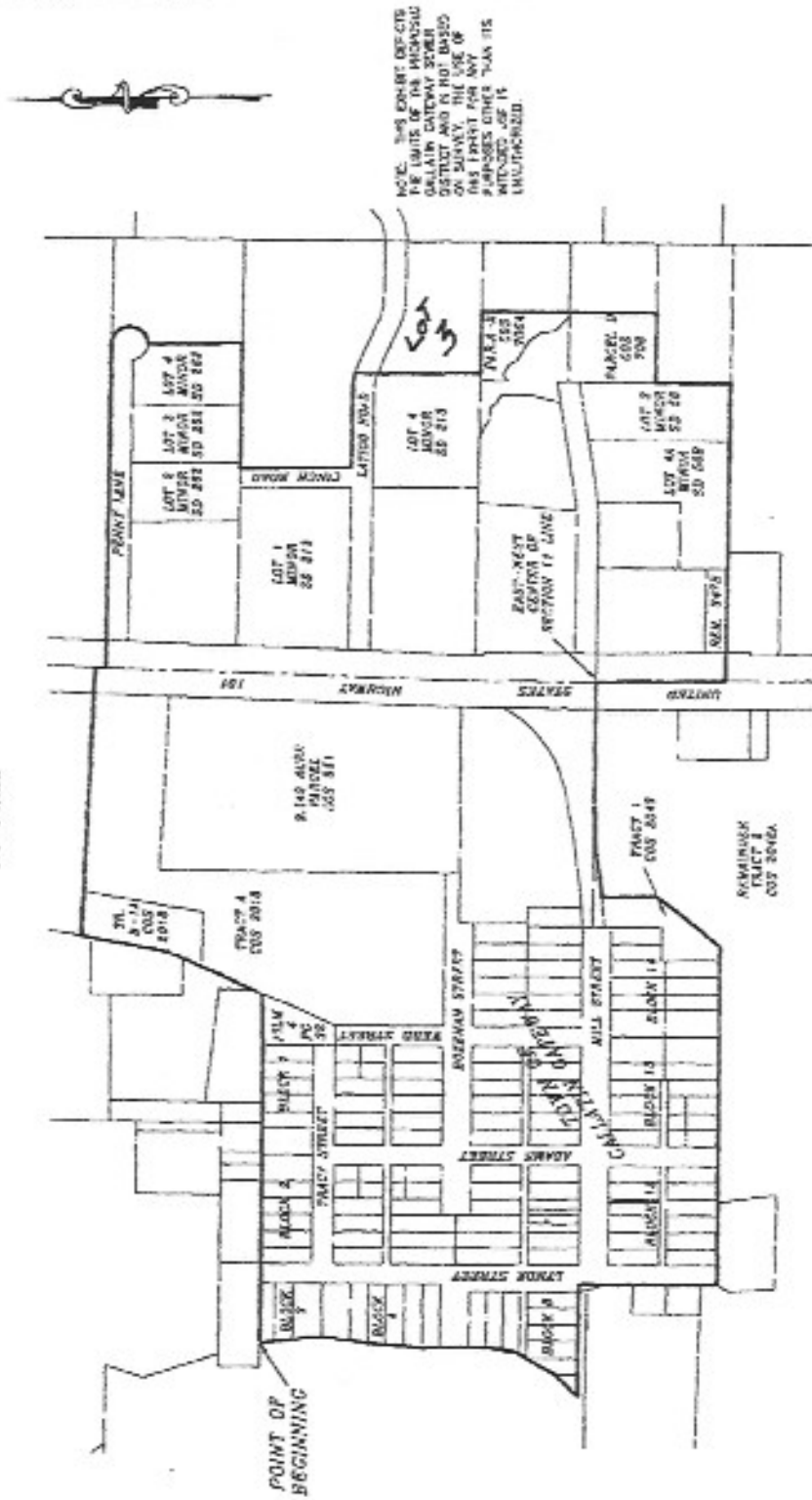
23

24 Signature lines for property owners. Also, attach a legal description and label it Exhibit A.

25 06 0687-11-1-01-35-0000 SCT-11 TWN-03 S RING-04 E LOT-003 BLK  
MINOR SUB 213, S11, T03 S, R04 E, BLOCK XXX, Lot 003, MINOR SUB 213  
SWNE4 SEC 11 35 4E 2,068AC LOT 3

Exhibit A

**EXHIBIT B**  
**LIMITS OF THE PROPOSED SEWER DISTRICT**  
**GALLATIN GATEWAY, GALLATIN COUNTY, MONTANA**  
 NO SCALE



<b>MORRISON MAIERLE, INC.</b> <small>INCORPORATED IN MONTANA</small>	PROJECT NAME GALLATIN GATEWAY SEWER DISTRICT	EXHIBIT B
PROJECT NUMBER: 0-13-1-10-1 DATE: 10/15/2013 DRAWN BY: J. MAIERLE CHECKED BY: J. MAIERLE SCALE: AS SHOWN	PROJECT NUMBER: 0-13-1-10-1 DATE: 10/15/2013 DRAWN BY: J. MAIERLE CHECKED BY: J. MAIERLE SCALE: AS SHOWN	PROJECT NUMBER: 0-13-1-10-1 DATE: 10/15/2013 DRAWN BY: J. MAIERLE CHECKED BY: J. MAIERLE SCALE: AS SHOWN





**SUSAN B. SWIMLEY**  
*Attorney and Counselor At Law*

1807 West Dickerson, #B  
Bozeman, MT 59715  
Phone: (406) 586-5544  
Facsimile: (406) 586-3130

July 7, 2009

Matt Donnelly, General Manager  
Gallatin Gateway Water and Sewer District  
P.O. Box 383  
Gallatin Gateway, MT 59730

RE: Annexation into Gallatin Gateway Water and  
Sewer District

Dear Matt:

This letter is prompted by the request of Ted Border to annex a property into the Gallatin Gateway Water and Sewer District ("District"). On May 4, 2009, the Board of Directors accepted the Petition for Annexation and voted that it was the District's intention to annex the property. The Board directed staff to proceed with all necessary notices.

At this point in time, the District is in the very unusual situation of not having any service to provide to any member within the District. The Preliminary Engineering Report (PER) received a commitment for funding through TSEP (Treasure State Endowment Program) but has not received the monies as of the date of this letter. Once the PER is funded, it will study the viable methods for providing sewer service within the District. Until the PER is complete followed by funding of a facility to provide service, the District does not have service to provide.

The District already has the form Petition for Annexation and instructions to provide to petitioning landowners. Upon receipt of a Petition for Annexation, the General Manager should present the Petition to the Board for consideration. The Board, finding that the Petition contains the required information for the Board to proceed, should move to accept the Petition and direct staff to proceed with all necessary steps. That is essentially the events that occurred in this situation.

When the District has service capacity available annexation will be more streamline than it is currently. The Board should always remember that once a piece of land is annexed the District then takes on the obligation to provide service, upon terms and conditions. There are normally several scenarios under which requests for annexation appear before the Board<sup>1</sup>:

1. If non-contiguous land requests annexation, an election is necessary to annex the land into the District;

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<sup>1</sup> Montana law is attached hereto

2. If contiguous land requests annexation and there is service capacity available, the Board may pass an ordinance annexing;
3. If contiguous land requests annexation and there is service excess capacity available, the Board may call for an election, at its discretion, or 40% or more of the members of the District may petition for an election to consider the question of annexation.

Currently, the District has no service capacity to provide. Thus, any annexation would need to be submitted to the voters to approval. The logic behind such a law is straight forward. The District establishes a service capacity plan and then sizes the infrastructure for the properties within the District. Such a plan includes the fact that not all properties are built on and thus are not placing demand on the system. If there is extra capacity beyond what is needed for the District, the annexation of contiguous land makes sense - the land is adjacent to the boundary and there is extra capacity to service the requesting property.

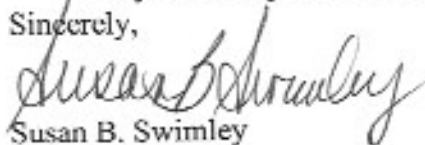
If, on the other hand, the property is non-contiguous or there is not excess capacity, the voters should be involved in the decision as the decision involves funding to extend the service, which changes the shape and size of the District or if there is not excess capacity, a proposed annexation could be utilizing the capacity for a property already in the District but not being served. The latter also indicates that system expansions are going to need to be addressed. Such expansions are paid for by the property owners in the District. Thus, the voters have a decision making authority.

There is one separate and unrelated method to change the boundary of the District. That is to clarify the legal description of the District in the situations where a mistake in legal descriptions was made.<sup>2</sup> I do not find that this law is applicable in this situation.

The delay in addressing Mr. Border's petition is my responsibility. When I first learned of the annexation, I was only considering that the property was contiguous without considering the legal requirement that excess capacity be available. My suggested plan of action for the short term is to keep the Border annexation petition on "hold" until the PER is completed. During that time, I will research if there is a method for either Mr. Border or the District to waive the excess capacity requirement. Absent some research indicating that such a waiver is acceptable, the District can then proceed with the Border annexation election after the PER is complete. It is also possible that after the PER is complete other property owners will seek to annex to the District in order to obtain service and all of their petitions, including the Border petition, can be submitted to the voters in one election.

If you have questions regarding this letter, please feel free to contact me.

Sincerely,

  
Susan B. Swimley

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<sup>2</sup> The law for clarification of boundaries is attached.

## **Section 7-13-2341, Addition of land to district**

(1) Except as provided in subsection (5), any portion of any county or any municipality, or both, may be added to any district organized under the provisions of part 22 and this part at any time upon petition presented in the manner provided in part 22 and this part for the organization of the district.

(2) The petition may be granted by ordinance of the board of directors of the district. The ordinance must be submitted for adoption or rejection to the vote of the electors in the district and in the proposed addition at a general election, at a special election that is conducted by mail ballot, as provided in Title 13, chapter 19, or at a special election that is held in conjunction with a regular or primary election.

(3) If the ordinance is approved, the president and secretary of the board of directors shall certify that fact to the secretary of state and to the county clerk and recorder of the county in which the district is located. Upon the receipt of the certification, the secretary of state shall within 10 days issue a certificate that states the passage of the ordinance and the addition of the territory to the district. A copy of the certificate must be transmitted to and filed with the county clerk and recorder of the county in which the district is situated.

(4) After the filing of the certificate, the territory is added to and is a part of the district with all the rights, privileges, and powers set forth in this part and necessarily incident to this part.

(5) If the board of directors determines that a district has a water facility or a sewer facility with a capacity greater than required to meet the needs of the current district, it may by ordinance, upon petition of contiguous property owners and with the written consent of all property owners to whom the service is to be extended, expand the district to include land, to the extent of excess capacity, without complying with subsections (1) and (2). However, if the board determines that an election should be held or if 40% or more of the members of the district petition for an election, compliance with subsections (1) and (2) is required.

**7-13-2340. Correction of erroneous property description.** (1) As provided in this section, the board of directors of any district may correct an erroneous property description of land within the district.

(2) The board of directors shall by resolution:

- (a) set forth the current property description and the proposed property description;
- (b) set a date for a public hearing to be held on the proposed property description; and
- (c) provide that the property description change is intended only for the purpose of correcting an erroneous land description.

(3) A copy of the resolution adopted pursuant to subsection (2) must be posted in three public places in the district and mailed to the owner or owners of record of the property described in subsection (2)(a).

(4) After hearing comments and receiving written consent by the owner or owners of the property described in subsection (2)(a) at the public hearing, the board of directors may by resolution adopt the proposed property description as the correct property description. The correct property description is effective upon filing a copy of the resolution with the county clerk and recorder of the county or counties in which the district is located.



**SUSAN B. SWIMLEY**  
*Attorney and Counselor At Law*

1807 West Dickerson, #B  
Bozeman, MT 59715  
Phone: (406) 586-5544  
Facsimile: (406) 586-3130

February 25, 2011

Gallatin Gateway County Water & Sewer District  
Attention: General Manager Matt Donnelly  
PO Box 383  
Gallatin Gateway, MT 59730

RE: 2010 annexations to the District

Dear Matt:

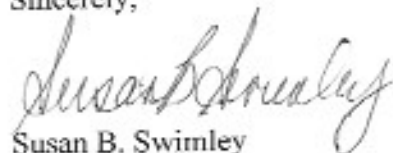
As you are aware, several properties sought and obtained annexation into the Gallatin Gateway County Water and Sewer District. The District considered and approved, after notice and appropriate process, Ordinance 2010-1, which annexed the Border, Kurland, Tate, and Griffith properties. Ordinance 2010-2 annexed the Hargrove property. You provided to my office both ordinance and the exhibits which listed the legal description.

When my office sent in Ordinance 2010-1 in for recording with the Gallatin County Clerk and Recorder's office, we inadvertently attached all legal descriptions for both Ordinances. Stated another way, the recorded Ordinance 2010-1 described the Border, Kurland, Tate, Griffith and Hargrove properties all being annexed with the passage of Ordinance 2010-1.

With the recording of Ordinance 2010-1 documenting the annexation of the Border, Kurland, Tate, Griffith and Hargrove properties all annexations completed by the District in 2010 are of record. However, the District's documents will show that Ordinance 2010-1 annexed the Border, Kurland, Tate, and Griffith properties and Ordinance 2010-2 annexed the Hargrove property.

Please inform the Board of my office's error and attach this letter to the minutes so that the District can always document the error that occurred. If you have any other ideas of how to remedy this error, please let me know.

Sincerely,



Susan B. Swimley