

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

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## **PUBLIC MEETING**

**Date: JULY 11, 2016**

**Time: 6:30PM**

**Place: Gallatin Gateway School, 100 Mill St., Gallatin Gateway, MT**

**For: Regular Meeting of the Board of Directors**

## **AGENDA**

### **I. Public Participation on Non-Agenda Items<sup>1</sup>**

### **II. Approval of Minutes**

- A. Approval of Meeting Minutes for June 6, 2016

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

- A. General Manager Report, Treasurer Report, Approval of Expenditures
- B. Report of Engineer
  - i. Technical Status
  - ii. RUS Reports, Administration and Draw Requests
  - iii. TSEP Reports, Administration and Draw Requests
  - iv. CDBG Reports, Administration and Draw Requests
  - v. DNRC Reports, Administration and Draw Requests
  - vi. SEARCH Reports, Administration and Draw Requests
  - vii. USACE 595 Reports, Administration and Draw Requests

### **IV. General Orders**

- A. Discussion and Decision on Sale of Cottonwood Road Parcel
  - a.

### **V. 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 (rescheduled) 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 July 11, 2016. Present at the meeting were board members Merle Adams, Eric Amend, Ted Border, Ashley Kroon and David Sullivan. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were also present. Also in attendance was Kurt Thomson from Stahly Engineering. Members of the public included Dick and Donna Shockley.

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. There were no non-agenda items raised by the public. President Border requested that the minutes reflect that a quorum of the Board of Directors was present at the Sullivan's party on July 4, 2016, but no District business was discussed.

#### APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the June 6, 2016 meeting minutes, President Border asked whether there were any corrections. None were noted. Director Sullivan made the motion to approve the minutes as written, Director Kroon seconded the motion and the minutes were approved 3-0, with Directors Adams and Amend abstaining.

#### REPORT OF OFFICERS, STANDING COMMITTEES, AND SPECIAL COMMITTEES

##### General Manager Report, Treasurer Report, Approval of Expenditures

GM Matt Donnelly provided the report. He reported on 2 parallel activities the District has been working on regarding the District's efforts to obtain a permit from MDT along the highway: The first is resolving the question of whether the District should obtain an encroachment permit (which is revocable & permittee is responsible for 100% of relocation costs if necessary), or an occupancy permit (which is non-revocable, and the state helps pay relocation costs). The second activity is working with MDT to determine the appropriate alignment along the highway. GM Donnelly, President Border and Director Kroon attended a meeting with MDT in Helena the week of June 20, 2016. MDT offered some suggestions on a changed routing to the east side of the highway, and identified some ways the District might be able to save money. On July 1 the District submitted to MDT written justification as to why the District feels it should be in the highway ROW. The letter stated that the District has diligently tried, but was unsuccessful, in obtaining private easements from property owners along the

highway corridor. In parallel, Kurt Thomson submitted to MDT some proposed new alignments. Next steps will be: verbal approval from MDT on alignment; survey and design new route; get DEQ approval on new route; finalize budget and get bond resolutions in place, then go to bid. Director Adams asked GM Donnelly to get the District council's opinion on the District's ability to recoup costs from MDT, for the money spent on the west-side design, since the District had received a verbal ok from MDT in November, 2015, to align along the west side of the highway ROW. Public comment from Donna Shockley supported the idea of holding MDT accountable, since public money is being spent.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2015: Revenue in June 2016 included \$8896 from the RD SEARCH grant, to pay the Sanderson Stewart invoice for the EA amendment, and \$896 to pay Stahly for PER amendment activity. TSEP draw of \$13,264.75 was received, and payment was made to Stahly. Quarterly invoicing was completed on June 30, 2016, with \$2,394 in benefitted lot charge and \$150.00 in late fees. Expenses included \$1,039 in legal fees and \$18,222 in engineering fees.

Ms. Sullivan provided a summary of 6 accounts that are considered delinquent (accounts in arrears  $\geq$  90 days) as of June 30, 2016. These customers will be sent a letter on July 15, 2016, which states that their account is delinquent and must be paid by August 15, 2016, to avoid being sent to the County Treasurer's office for collection on the county tax rolls. These accounts will also be assessed a \$60.00 delinquent account fee. 100% of the outstanding balances sent to the County in August 2015 were collected by the County, and remitted to the District.

Ms. Sullivan advised the District has received the annual invoice for its liability insurance, in the amount of \$1,557, payable to MACo. The invoice will be paid from the District's general fund. Director Sullivan made a motion to approve payment of the MACo invoice; Director Adams seconded the motion. There was no Board or public discussion, and the motion passed unanimously.

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

Kurt Thomson provided the engineer's report. Kurt advised he has been working on the east side alignment, and expects that the alignment will have a few bump outs to avoid obstacles (e.g. wetlands by the gravel pit), rather than a straight line. Mr. Donnelly advised that a special meeting may be called in the next few weeks to consider Stahly engineering amendment #8, to redesign the highway force main. President Border commented that Dick Shockley had set up a meeting with State Senator Hinkle, to ask his assistance in requesting the State Attorney General issue an opinion on the occupancy vs. encroachment permit issue, and a follow up letter was sent to the Senator today.

Matt Donnelly reported on the various government reports, administration and draw requests:

- RUS: nothing to report

- TSEP: A draw request for \$17,070 to pay engineering costs (force main design, under engineering amendment #7) was presented. Mr. Donnelly recommended this be approved. Director Sullivan made a motion to approve the draw request; Director Amend seconded the motion. Director Adams commented that this design work is for a west-side alignment, which essentially cannot be used now. There was no public discussion. Motion passed 3-2 (in favor: Sullivan, Amend, Border; opposed: Adams, Kroon).
- CDBG: nothing to report
- DNRC: nothing to report
- COE: nothing to report
- SEARCH: nothing to report

### GENERAL ORDERS

#### Discussion and Decision on Sale of Cottonwood Road Parcel

A letter from the legal council for Gateway Village, LLC, presenting an offer to purchase the District's land on Cottonwood Road for a sum of \$209,000, was distributed to the Board for review and discussion. Board discussion indicated the offer is unsolicited since the District is not currently selling the land, and current market value of the parcel is unknown. The Board's preference is to hold onto the land, if its budget will allow. The Board decided to not consider the offer, since the land is not for sale at this time. GM Matt Donnelly will advise District council Susan Swimley of the board's decision.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:35 p.m.



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Secretary