

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: February 4, 2013

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 January 7, 2013

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

- A. Report of General Manager & Report of Financial Condition
- B. Report of Site Selection Committee
 - Specific items to be discussed in General Orders
- C. Report of Engineer
 - i. RUS Reports, Administration and Draw Requests
 - ii. TSEP Reports, Administration and Draw Requests
 - iii. CDBG Reports, Administration and Draw Requests
 - iv. DNRC Reports, Administration and Draw Requests
 - v. Technical Status
 - vi. Discussion and Decision on DL Investments as a Discharge Site

IV. Unfinished Business and General Orders

- A. No Unfinished Business Outstanding

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 in the boardroom of the Gallatin Gateway Fire Station on February 4, 2013. Present at the meeting were board members Merle Adams, Ted Border, and Earl Wortman. Directors Sullivan and White were not present. Staff and persons affiliated with the District in attendance were: Matt Donnelly, Kurt Thomson, Teresa Doig, Larry Watson and Greg Benjamin. Others in attendance were: Pete Stein, Mike and Camille Faller, and Tim Szafaryn.

The meeting was called to order at 6:32 p.m. by Vice President Border. Matt Donnelly recorded the minutes of the meeting.

PUBLIC COMMENT

Vice President Border asked for public comment and, seeing none, proceeded to the next item on the agenda.

APPROVAL OF MINUTES

Vice President Border announced that he was not in possession of draft minutes for the January meeting. He announced that this agenda item would be deferred until the next meeting.

REPORT OF GENERAL MANAGER

Matt Donnelly presented the general manager's report and the report of financial condition. Mr. Donnelly noted that the District had received a check from TSEP in the amount of \$83,573.43, an amount equal to the draw request from January. Teresa Doig noted that the Board had already approved the engineering invoices related the draw, and that therefore payment was approved. VP Border directed Mr. Donnelly to pay the outstanding engineering invoices. Mr. Donnelly reported that there were no other substantive changes to the District's financial position.

Mr. Donnelly then reported that he had received a letter of resignation from Director White. The Board expressed gratitude for Mr. White's dedication to the community of Gallatin Gateway. Director Wortman moved to accept the resignation; to direct that a note of gratitude be included in the minutes; and to direct the GM to draft a letter of thanks to be signed by the Board members at the next meeting. Director Adams seconded the motion, which passed unanimously.

REPORT OF AD HOC SITE SELECTION COMMITTEE

Director Adams, chair of the site selection committee, then reported for the committee.

Greg Benjamin reported on the status of the negotiation to procure the Gateway Village LLC property for a treated water discharge site. He informed the Board that the seller wishes the Board to exhaust every other possible option before returning to the bargaining table. Mr. Benjamin reported that it would be in the District's best interests to vigorously pursue other properties at this time.

Director Adams reported that the DL Investments LLC property may be viable. He reported that Susan Swimley had examined the site and feels that the site would not present insurmountable legal challenges. Kurt Thomson reported that he had drafted several layout options for the site, and he feels that the site could be approved for 45,000 – 48,000 gpd of discharge. A discussion of how to maximize utilization of the prospective site ensued. The option of treating wastewater near Lynde Street was discussed, at which point Mr. Thomson informed the Board that it would cost approximately \$160,000 to construct a gravity main from Cottonwood Road if this was being considered as an option. After lengthy discussion, Director Adams moved and Director Wortman seconded a motion to direct the Site Selection Committee to secure a buy/sell agreement with DL Investments for from 4.8 to 5.4 acres at a price not to exceed \$250,000. After further discussion, VP Border called the question which passed unanimously.

VP Border then requested the Committee's opinion on what might happen if the negotiation with DL Investments fails. The consensus of the Committee was that there are other options remaining, including re-opening negotiations with Gateway Village LLC.

REPORT OF ENGINEER

Kurt Thomson presented the report of the engineer. He deferred to Teresa Doig for grant status. Ms. Doig reported the following:

- ← RD: no need for draw request; no outstanding issues
- ← TSEP: received first draw as reported by GM; TSEP will direct-deposit checks from now on
- ← DNRC: request that the Board approve a draw request in the amount of \$18,226.57 for legal and legal advertising expenses related to the project; reported that this will be the last draw authorized by DNRC until additional progress is made on the project

Ms. Doig further reported that she will wait a week to see how the DL Investments negotiation is going, and then she will send an update to the grant agencies informing them of our status and of the likely schedule change to 2014. Director Wortman moved to approve a DNRC draw request in the amount of \$18,226.57. Director Adams seconded. After review and discussion of the legal and legal advertising invoices, VP Border called the question which passed unanimously.

Larry Watson then reported on the CDBG status. He feels that the most recent budget amendments were satisfactory to CDBG and that the County will be seeing a contract from the Department of Commerce soon. As soon as the County has a contract he will be working with the District to put a subcontract in place.

Matt Donnelly reported on an item overlooked during the GM report. He said that he had spoken with Dawn Smith, bookkeeper for the Rae Sewer District. She quoted a rate of \$25/hour and estimated that she would spend 10-20 hours per month on the District's books. During discussion of this topic it was noted that the District probably will not be into the construction phase until 2014 and therefore there may not be much need for a paid bookkeeper.

Mr. Thomson concluded the engineer's report with a positive assessment of the possibilities for the DL Investment tract of land.

GENERAL ORDERS

VP Border then announced that in light of the resignation of Director White, who was President of the Board, he would accept nominations for the position of President. Director Wortman nominated Director Border for the position of President. Seeing no further nominations, VP Border closed nominations and opened discussion. Seeing none, VP Border called for the vote on the question of whether to elect Director Border as President. The vote passed unanimously.

President Border then announced that the position of VP was open and that he was accepting nominations. President Border nominated Director Adams for the position of Vice President. Seeing no further nominations, President Border closed nominations and opened discussion. Seeing none, President Border called for the vote on the question of whether to elect Director Adams as Vice President. The vote passed unanimously.

President Border turned to a discussion of filling the vacant Board position. All directors and community members were invited to bring names to the next meeting.

NEW BUSINESS

Seeing no new business, President Border noted that the next meeting date is March 4.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:59 p.m.

Secretary