

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: November 7, 2011

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 October 3, 2011

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

- A. Report of General Manager & Report of Financial Condition
- B. Report of Ad Hoc Committee on Engineer Selection and Engineer Candidate Presentations (Border)

IV. Unfinished Business and General Orders

- A. Appointment of Directors in Lieu of Election
- B. Public Hearing and Decision on Ordinance Annexing Property Described as "S11, T03 S, R04 E, A TRACT 92.25X96.74' NW4SW4 SEC 11 3S 4E" Into the District
- C. Public Hearing and Decision on Authorizing and Setting the Date for a Bond Election for Purpose of Constructing Sewage Collection and Treatment Facilities
- D. Appointment of Engineer of Record and Dissolution of Engineer Selection Committee

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 November 7, 2011. Present at the meeting were board members Merle Adams, Ted Border, David Sullivan, Charlie White and Earl Wortman. Susan Swimley and Matt Donnelly were also present.

The meeting was called to order at 6:30 p.m. by President Adams. Matt Donnelly recorded the minutes of the meeting.

PUBLIC COMMENT

President Adams asked for public comment. Michael Faller requested information on the status of the project. After hearing a quick summary he expressed support for the project. Seeing no additional public comment, President Adams proceeded to the next item on the agenda.

APPROVAL OF MINUTES

Matt Donnelly informed the Board that the minutes of the October meeting were not yet available for review.

REPORT OF GENERAL MANAGER

Mr. Donnelly gave a report of the financial condition of the district. He then reported that CDBG had extended the deadline for receipt of applications to March 2012 and that there would be no information about the status of the District's CDBG grant application until May 2012.

AD HOC COMMITTEE TO CONDUCT ENGINEER SOLICITATION

Director Border, chair of the engineer selection committee, then reported that three firms had submitted their statement of qualifications and after initial scoring by the committee two firms had been invited to make verbal presentations to the Board. Stahly Engineering presented first, followed by Great West Engineering. The format for the presentation was for each firm to give a brief introduction followed by responses to prepared questions. Each firm presented for approximately one hour.

After hearing the oral presentations President Adams ordered a ten minute recess while the engineering selection committee prepared recommendations.

Upon reconvening, Chairman Border reported that Great West Engineering had scored slightly higher than Stahly in the overall numerical scoring process. He further reported that the numerical difference in scores was

less than 0.5% and that the committee was split on the question of which firm was best qualified and therefore the committee could not make a formal recommendation to the Board. After receiving the committee's report, President Adams thanked the committee for their work, ordered the agenda be revised so that consideration of engineer selection (Item D) be moved to the next position on the agenda, and proceeded to the topic of engineer selection.

ENGINEER SELECTION

After extensive discussion, and after consultation with the members of the Selection Committee and with Susan Swimley, Director White moved that Stahly Engineering be named as the selected qualified firm based upon the materials received and the numeric scoring of the engineering selection committee from written and oral presentations; and that Susan Swimley and Larry Watson be asked to initiate contract negotiations with Stahly Engineering. Director Sullivan seconded the motion. Additional discussion ensued, after which President Adams called for the vote. The motion passed with four directors voting in favor and one opposed. President Adams asked Susan Swimley and Larry Watson to initiate contract negotiations.

APPOINTMENT OF DIRECTORS

President Adams then moved to the next item on the agenda. Director Wortman moved to adopt Resolution 11-03 appointing Directors Adams, Border and Sullivan to an additional term on the Board by acclamation. Director White seconded the motion, which then passed unanimously with Directors Wortman and White voting and Directors Adams, Border and Sullivan abstaining from the vote.

PUBLIC HEARING AND SECOND READING OF ORDINANCE ANNEXING PROPERTY INTO THE DISTRICT

Matt Donnelly then read Ordinance 11-01 into the record for the second time. Seeing no public comment, Director Sullivan moved and Director Wortman seconded a motion to approve the second reading of the Ordinance 11-01 annexing the LaMiaux property into the District. During discussion the Board noted that the property is contiguous to the existing District and that all current members of the District would benefit from the proposed annexation. The motion passed unanimously. Matt Donnelly noted that the ordinance would take effect 30 days after the meeting.

PUBLIC HEARING AND DECISION ON SETTING A DATE FOR A BOND ELECTION

President Adams then moved to the next item on the agenda. Extensive discussion and public comment ensued on the topic of the date for and amount to be requested for a bond election to fund the proposed sewer project. Susan Swimley noted that she had prepared, and bond counsel had reviewed and approved, a resolution setting the date for a bond election to ask the voters to approve a bond for the RD "Series A" loan. Ms. Swimley also noted that the

Montana Code Annotated does not specify the need for an election to approve bonds for special assessments, and therefore the RD "Series B" loan is not included in the scope of the proposed bond election. Ms. Swimley further noted that there were two changes to the resolution provided in the Director's information packet, and that those changes related to the verbiage to appear on the ballot and to the legal description of two properties within the District. Director Sullivan moved to adopt Resolution 11-04 calling for a bond election on January 31 and further that the corrections mentioned by Susan Swimley be incorporated into Resolution 11-04 as read by Matt Donnelly. Director White seconded the motion which, after discussion, passed unanimously.

NEW BUSINESS

Seeing no new business, President Adams noted that the next meeting date is December 5.

Director Border moved to adjourn; Director Wortman seconded the motion. After unanimous vote the meeting was adjourned at 10:03 p.m.

Secretary