

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: May 5, 2014

Time: 6:30PM

Place: Gallatin Gateway Fire Station, 320 Webb St., Gallatin Gateway, MT

For: Regular Meeting of the Board of Directors

AGENDA

I. Public Participation on Non-Agenda Items¹

II. Approval of Minutes

- A. Approval of Meeting Minutes for April 7, 2014
- B. Approval of Meeting Minutes for April 15, 2014

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

- A. General Manager Report, Treasurer Report, Approval of Expenditures
- B. Report of Community Liaison Committee
- C. 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

IV. Unfinished Business and General Orders

- A. Presentation of 2014/2015 Budget. Budget will be presented at this meeting and submitted for approval at the June regular meeting.

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 at the Gallatin Gateway Fire Station, 320 Webb St., Gallatin Gateway, MT, on May 5, 2014. Present at the meeting were board members Merle Adams, Ted Border, and Erik Amend. Directors Steve Janes, and David Sullivan were absent. General Manager Matt Donnelly was also present. Kurt Thomson from Stahly Engineering and Larry Watson from Gallatin County were present. Public attendees were Earl Wortman and Michael and Camille Faller.

President Border called the meeting to order at 6:30 p.m. Matt Donnelly recorded the minutes of the meeting.

PUBLIC COMMENT

President Border asked for public comment on non-agenda items. Seeing none, President Border proceeded to the next item on the agenda.

APPROVAL OF MINUTES

President Border noted that only two of the three directors present had attended the April 7 meeting. He therefore announced that approval of the April 7 minutes would be deferred until the next meeting due to lack of quorum of directors who had attended on April 7.

After confirming that all directors had a draft copy of the April 15, 2014 meeting minutes, President Border asked whether there were any corrections. Matt Donnelly recommended changes to correct typos and clarify intent, and several Directors noted misspelling errors. After review and discussion, Director Adams moved to approve the corrected minutes, Director Amend seconded the motion and the minutes were approved unanimously.

REPORT OF GENERAL MANAGER, TREASURER & APPROVAL OF EXPENDITURES

GM Matt Donnelly provided the GM report. He noted that he had been working on three items since the April 15 meeting.

- The Environmental Assessment for the CDBG grant is under review by Gallatin County. Larry Watson will report later in the agenda.
- Mr. Donnelly had sent a note to all grant agencies announcing the Board's decision in selecting the SBR treatment plant. He offered to provide the agencies with any information they request related to the decision. Rural Development has requested copies of the responses and a copy of the District's financial estimates. Mr. Donnelly and Kurt Thomson will respond.

- Mr. Donnelly will be speaking with Teresa Doig regarding the status of the grant funding on May 6.

Mr. Donnelly then presented the Treasurer's report, which had been prepared and disseminated by Maralee Sullivan and which included the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2013. In her report Ms. Sullivan recommended payment of a \$207.50 bill to Doney Law Firm. Director Adams moved to pay \$207.50 to Doney from the General Fund; Director Amend seconded the motion, and it passed unanimously.

REPORT OF COMMUNITY LIAISON COMMITTEE

There was no activity by the Liaison Committee this month.

REPORT OF ENGINEER

Kurt Thomson provided the engineers report. He reported that efforts to obtain easements were ongoing, and that one landowner is requesting minor changes to the easement locations. He will work with Border and Donnelly and the landowner to see if something can be worked out. Overall the effort to secure easements has been very successful and all affected community members have voluntarily donated easements for this worthy project.

Mr. Thomson reported that Stahly is finalizing the design reports for submittal to DEQ. He hopes to have the design reports submitted by the June meeting. DEQ will then review and make a determination whether the design can be reasonably expected to meet the permit parameters.

Mr. Thomson presented updated construction and O&M budgets. Both budget documents appeared to be favorable when compared to previous estimates. The construction budget estimate is down because the capital cost of the treatment plant is less than formerly thought. The O&M cost estimate is down due to refinements related to fully-burdened costs of treatment plant operators. Mr. Thomson provided an O&M estimate of approximately \$28,000 per year for treatment plant operation. He noted that this is only an estimate and that Stahly will continue to refine both construction and O&M estimates.

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

- RUS: Nothing to report
- TSEP: Draw request approved at the 4/7 meeting has been paid to the District and disbursed to the engineer.
- CDBG: Larry Watson reported that the County Commission had instructed him to notify the Department of Commerce that they are rescinding their Finding of No Significant Impact in order to allow a third party to review the Environmental Assessment. Mr. Watson noted the Commissioners are simply seeking a review by a qualified party and that they are still fully supportive of the project and of the CDBG grant to benefit low income community

members. Mr. Watson indicated that the review process may take up to 150 days.

- DNRC: Nothing to report.

UNFINISHED BUSINESS AND GENERAL ORDERS

Budget Discussion for FY2014-2015

Mr. Donnelly presented a draft budget for the 2014/2015 fiscal year which begins July 1, 2014. He noted that he had not had time to work with the District's Treasurer and that the budget numbers are preliminary. He said he would revise the budget numbers and present to the Board by email well in advance of the June meetings. Mr. Donnelly noted that a decision item related to the budget will be on the June agenda. The budget will assume FY2015 will not have a sewer system in place, but construction costs will be included.

NEW BUSINESS

President Border asked for any unfinished or new business. Seeing no new business from the Board and/or audience, he brought an item to the Board's attention by noting that Susan Swimley had provided the Board with a summary of expenses related to subdivision hearings at the County Commission. Mr. Border noted that he was well pleased with Swimley's summary. After gaining concurrence from the Board, President Border directed Mr. Donnelly to thank Ms. Swimley for the summary and for her ongoing commitment to the District.

President Border asked for additional unfinished or new business, and seeing none, President Border noted that the next regular meeting date is June 2, 2014.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:46 p.m.

Secretary