

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

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## **PUBLIC MEETING**

**Date:** DECEMBER 5, 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 November 7, 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. Regular Business**

- A. Election of Officers

### **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 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 December 5, 2016. Present at the meeting were board members Eric Amend, Ted Border, Ashley Kroon and David Sullivan. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were also present. Kurt Thomson from Stahly Engineering was in attendance.

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.

#### APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the November 7, 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 Amend seconded the motion and the minutes were approved unanimously.

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

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

GM Matt Donnelly provided the report. He advised that RD expects the District to validate that agreements are in place for 124 VRU's, prior to awarding the bid, to ensure the District can repay the loans. The rates passed by the Board were based on 124 VRU's. Mr. Donnelly has started drafting an application to be sent to all property owners with connections in the initial project, which will specify the number of VRU's, according to state records. Customers will be requested to sign the application, along with a temporary permit for the contractor to access their property in order to connect the service line. There will also be a "permanent" application for new connections, post-project. In the event that one or more property owners refuse to allow the connection, despite an existing ordinance requiring connection, the Board will be asked to adopt a new ordinance at a future public hearing to adopt and establish a new con-compliance rate. Board discussion indicated that a public information session would be beneficial before the holidays, and tentatively set the date of Dec. 17.

There was some general discussion on how board might possibly grant "exceptions", such as someone who wants to build on their property this summer and wants to be included in the initial project with no PIC charges; whether or not to stub to vacant property; and how to communicate with these property owners. This will be a topic for future Board discussion and decision.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2016. Expenses for the month of November included \$2060 in engineering expenses, and no legal expenses incurred. She noted that \$17,778 in interest charges have been credited to the District's QuickBooks account, following Stahly's written confirmation that these charges were, in fact, waived. Interest charges of \$1109 remain on the books; these will be removed when outstanding invoices are paid. Ms. Sullivan also noted that the January meeting date falls on a public holiday (Jan. 2); the Board indicated their preference to cancel the regular January Board meeting, and possibly hold a special meeting mid-month, as business needs warrants.

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

Kurt Thomson provided the engineer's report. He has answered all funding agency comments on the plans and specs. He has talked to CDBG but has not seen the formal approval letter. He received a letter from Karen Sanchez at RD, listing 5 items to be addressed and some comments. He has reviewed each of those items with her; he will be meeting with her on Tuesday. Once RD has provided the formal ok on plans and specs, the bid documents will go out; Mr. Thomson hopes to run the first ad this Sunday. GM Donnelly asked for the engineer's estimate for service line connections. Mr. Thomson advised that the contractors will bid this item in lineal feet, and this can be changed up or down (it would not require a change item unless the cost changes exceed 25% above or below).

Government reports, administration and draw requests:

- RUS: nothing to report
- TSEP: nothing to report
- CDBG: nothing to report
- DNRC: nothing to report
- COE: nothing to report
- SEARCH: nothing to report

#### REGULAR BUSINESS

##### Election of Officers

Director Sullivan commented that he would like to see the current President and Vice President remain in place for another year, as they work well together and have made significant progress in moving the project forward. President Border opened the nominations for President and Vice President. Director Sullivan nominated Ted Border as President, and nominated Eric Amend as Vice President. There were no further nominations. President Border closed the nominations for President and Vice President and called for a vote. Ted Border and Eric Amend were elected for another term as President and Vice President, respectively, by a vote of 4-0.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:36 p.m.



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Secretary