

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: August 7, 2017

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 Items¹

II. Conflict of Interest Disclosure²

III. Approval of Minutes

- A. Approval of Meeting Minutes for July 10, 2017

IV. Consent Agenda

- A. None

V. 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. INTERCAP Reports, Administration and Draw Requests

VI. Regular Business

- A. Discussion and Decision on Petition by McReynolds to Decrease VRU Count
Assigned by General Manager

VII. 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.

² An opportunity for Board members to disclose any potential, perceived or real conflict of interest on any item on the agenda or for any District business.

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 School, 100 Mill St., Gallatin Gateway, MT, on August 7, 2017. Present at the meeting were board members Eric Amend, Ted Border, David Sullivan, EJ Engler, and Elana Wexall. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were present. Also in attendance were Kurt Thomson from Stahly Engineering, and grant administrator Teresa Doig. Members of the public included Pete Stein, Dick Kendall and Anna Jessen.

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. Pete Stein asked about the timing of the construction crew by his house, and Kurt Thomson replied it would still be a few weeks.

CONFLICT OF INTEREST DISCLOSURE

President Border asked if there were any items of conflict of interest, or potential conflict of interest, to be raised. None were raised.

APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the July 10, 2017 meeting minutes, President Border asked whether there were any corrections. None were noted. Director Amend made the motion to approve the minutes as written, Director Sullivan 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 advised he had nothing to report, other than items on the agenda later in the meeting.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2017: Revenue for July included \$540K in RD grants, used to pay the FCWSD reserved capacity fee, and \$347,839 from RD/Intercap loan, paid to Stahly and JR Civil. The A/R aging report was reviewed, and Ms. Sullivan advised that 6 accounts received a letter in July advising that August 15 is the deadline to pay to avoid being sent to the County Treasurer for collection on the tax rolls. Ms. Sullivan advised the District's financial audit is scheduled for the week of November 13, 2017, and

TSEP will be performing a site visit on August 8. Ms. Sullivan presented an invoice for the District's administrative services for \$462.50 and \$387.50 for June and July, respectively, approved by GM Matt Donnelly. Director Amend moved to approve the June and July, 2017 invoices; Director Sullivan seconded the motion, which carried 5-0.

REPORT OF ENGINEER, GRANT AGENCY DRAWS & REPORTS

Kurt Thomson provided the engineer's report. He advised that the construction crew along highway 191 continue to be slowed by ground water. The two crews in town continue to make good progress. He advised that the pay application submitted by JR Civil was returned to them for corrections, and he has not received the corrected application yet. There was general discussion on the timing of the Board approving the pay application when it is received and approved by Mr. Thomson, with options including calling a special meeting, or provisionally approving the pay application now. Director Sullivan moved to provisionally approve JR Civil's forthcoming pay application, with the condition that the pay application is reviewed and approved by Mr. Thomson, Matt Donnelly and Treasurer Maralee Sullivan, and subject to email approval by all Directors. Director Wexall seconded the motion. Discussion included Board concerns on whether the agencies would question this provisional approval, and expressed a preference for a special meeting. The motion did not carry with a vote of 1-4, with all but Director Sullivan opposed. It was noted that Intercap prepares their payments on Fridays, and Mr. Thomson advised that he would submit the pay application as soon as he has approved it, at which point a special meeting will be called. There was general discussion on the importance of ensuring the contractor submits their pay applications on time, so they can be paid on time.

Teresa Doig reported on the various government reports, administration and draw requests. Since JR Civil's pay request cannot be approved now, Stahly's invoice will also be reviewed/approved at the special meeting, and a single draw request will be presented for approval at that time. She also noted that bond council Bob Murdo has some concerns regarding the timing between HRDC's efforts to qualify the District's LMI residents, and the District's deadline to provide the County with the special assessment information to be included on this year's tax rolls. A conference call will be arranged in the next week or so.

REGULAR BUSINESS

Discussion and Decision on Petition by McReynolds to Decrease VRU Count Assigned by General Manager

GM Donnelly reviewed the staff recommendation regarding Ms. McReynold's petition to reduce the VRU count assigned by the GM from 3 bedroom (1.31 VRU) to 2 bedroom (1.0 VRU). Mr. Donnelly personally visited the property located at 219 Adams Street on August 6, 2017, including the basement. He found the Petitioner's description of the basement area to be accurate, i.e., there is no closet and no egress window, and there are 2 bedrooms on the main floor.

The District's rules define a bedroom as any room or living space that be used for the purpose of sleeping that includes a doorway and closet. Staff recommendation is to approve the petition. Director Sullivan moved to approve the McReynolds petition to reduce the VRU count from 1.31 VRU to 1.0 VRU. Director Engler seconded. There was no further discussion. The motion carried 5-0.

The Board agreed to move the September regular Board meeting to Monday, September 11, 2017, at 6:30 PM, due to the Labor Day holiday on September 4.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:25 p.m.



Secretary