

# **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 November 11, 2019. Present at the meeting were board members Eric Amend, Ted Border and David Sullivan. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were present. Members of the public included Ron Page.

President Border called the meeting to order at 6:31 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. Ron Page asked if the proposed PIC fee increase was a done deal. GM Matt Donnelly noted that the Board did vote to match the FCWSD capacity fee at the October 2019 Board meeting, after discussions and deliberations at the September and October 2019 Board meetings.

### 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 October 14, 2019 meeting minutes, President Border asked whether there were any corrections. Director Amend suggested “for new applicants” could be added for clarity to the to the end of the sentence “... so the PIC charge should be raised immediately.” Director Sullivan made the motion to approve the minutes as amended, Director Amend seconded the motion and the minutes were approved unanimously.

### REGULAR BUSINESS

#### First Reading of Ordinance to Annex the Parcel Described as Peakview Sub2, S02, T03S, R04E, Block1, Lot3 Into the District

GM Donnelly noted that the out-of-district applicant, Diamond K Development, had approached the District about a year ago seeking to connect this property to the new sewer system, and was subsequently approved for 2.5 VRU of sewer capacity. The applicant connected to the sewer system a few weeks prior, and has petitioned to annex to the District. Mr. Donnelly read Ordinance 19-02:

Ordinance 19- 02

AN ORDINANCE ACCEPTING THE ANNEXATION PETITION OF  
DIAMOND K DEVELOPMENT LLC AT PEAKVIEW SUB 2, S02,  
T03 S, R04E, BLOCK 1, LOT 3, ACRES 1.78 FOR ANNEXATION  
INTO THE GALLATIN GATEWAY COUNTY WATER AND SEWER  
DISTRICT

WHEREAS, Diamond K Development LLC submitted a petition for annexation of a parcel of land described as PEAKVIEW SUB 2, S02, T03 S, R04E, BLOCK 1, LOT 3, ACRES 1.78 situated in Gallatin County, Montana, hereinafter also referred to as “Property”, requesting that the Property be annexed into the Gallatin Gateway County Water and Sewer District; and

WHEREAS, the property is contiguous to the District boundary; and

WHEREAS, on November 11, 2019 at a duly noticed meeting of the Board of Directors, the Board considered the Petition to annex the Property as contiguous property and determined that the system will have sufficient future capacity to provide service to the Property; and

WHEREAS, Diamond K Development LLC has filed application for 2.5 Volume Ratio Units (VRU) of wastewater treatment capacity and agreed to pay the applicable capacity charge and monthly fees associated with the application;

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE GALLATIN GATEWAY COUNTY WATER AND SEWER DISTRICT AS FOLLOWS:

The Board by passage of this ordinance does agree to annex the property described as PEAKVIEW SUB 2, S02, T03 S, R04E, BLOCK 1, LOT 3, ACRES 1.78 situated in Section 2, Township 03 South, Range 04 East, Gallatin County, Montana into the District.

Mr. Donnelly noted the second reading of the ordinance will occur at the December 2019 board meeting and shall be in effect 30 days after the second reading. Public comment was offered by Mr. Page, who noted that the Ordinance looks thorough and complete. Director Amend moved to approve the first reading of Ordinance 19-02; Director Sullivan seconded. There was no Board discussion. The motion passed 3-0.

REPORT OF OFFICERS, STANDING COMMITTEES, AND SPECIAL COMMITTEES

General Manager Report, Treasurer Report, Approval of Expenditures

GM Matt Donnelly provided the report. He noted that an upgrade to the SCADA radio was completed on October 16. This was a required maintenance item to upgrade the radio from 3G cellular to 4G, and required disconnecting SCADA inputs. The inputs were replaced incorrectly, resulting in improper SCADA readings for two weeks until it was corrected on November 3. He noted, however, that flow totals have been properly computed based upon direct readings from the vault. There were no collection system or lift station issues to report. Mr. Donnelly also advised that he is working with USDA Rural Development on obtaining grant funds for some final operational and safety items

on the District's wish list, such as locate transponders and additional fencing around the lift station.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2019: The District made its semi-annual loan payment on its Series B bond (assessment bond), so interest of \$4,661 on this loan is now visible in the P&L. She noted that the District's short-term liability remains at or near zero. The District's audit for FY2019 will begin next week.

Ms. Sullivan presented a pay request in the amount of \$2,414.25 for 65.25 hours of services for GM Matt Donnelly. She noted that this is the first request for payment in his 10+ years of service to the District. The Board had budgeted \$15,000 for the year for contract GM services. She reviewed with the Board the calculation for an hourly rate of \$37/hour, noting the District needs to load the hourly rate to include compensation for paid time off and benefits, which the District is not offering at this time. The Board agreed, noting that the District is getting Mr. Donnelly's services at "a bargain rate". Ms. Sullivan and Mr. Donnelly both noted that as the District moves to hire a new GM the hourly rate should be reviewed again based on the candidate's experience and other influencing factors. Director Amend moved to approve the pay request to Mr. Donnelly for \$2,414.25; Director Sullivan seconded. The motion carried 3-0.

#### Report of Ad Hoc Committee on Policies and Practices

Mr. Donnelly noted that the committee met that afternoon, and then reviewed with the Board the duty matrix prepared by Ms. Sullivan and Mr. Donnelly. Mr. Donnelly has developed a draft of a job description for General Manager, and Ms. Sullivan will be doing the same for District Administrator. It was agreed that Mr. Donnelly will put out some "feelers" for potential candidates for GM by contacting vendors and possibly MSU. It was also agreed that it would be good to have a new GM on board before actively recruiting for District Administrator, so the GM has input into the hiring of the position as well as the assignment of District duties. It was further decided that the ad hoc committee had developed tools and job descriptions sufficient to proceed with a search for candidates, and the committee should be dissolved.

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



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Secretary