

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: December 5, 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
- B. Approval of Meeting Minutes for November 7, 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

IV. Unfinished Business and General Orders

- A. Election of Officers
- B. Discussion of Scope and Budget for Engineering Contract and Decision on Signing Authority
- C. Status and Discussion of Engineering Issues Related to Sewer Project
- D. Status and Discussion of Bond Election

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 December 5, 2011. Present at the meeting were board members Ted Border, David Sullivan, Charlie White and Earl Wortman. Board member Adams arrived at 6:55 p.m. Matt Donnelly was also present.

The meeting was called to order at 6:35 p.m. by Vice President White. Matt Donnelly recorded the minutes of the meeting.

PUBLIC COMMENT

Vice President White asked for public comment. Seeing none, Vice President White proceeded to the next item on the agenda.

APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the October 3, 2011 minutes, Vice President White asked whether there were any corrections. Director Sullivan noted that Director Wortman had seconded the motion to approve the engineer selection committee report. After confirming that all directors had a draft copy of the November 7, 2011 minutes, Vice President White asked whether there were any corrections. Seeing none, Director Wortman moved to amend the October 3, 2011 minutes as noted by Director Sullivan and to approve the minutes of the October 3 meeting as amended and the November 7 minutes as presented. Director Sullivan seconded the motion. The minutes were unanimously approved.

REPORT OF GENERAL MANAGER

Mr. Donnelly gave a report of the financial condition of the district. He then reported that INTERCAO had approved the District's interim loan application in the amount of \$1,650,000. The District must meet some conditions before loan proceeds can be disbursed.

AD HOC COMMITTEE TO CONDUCT ENGINEER SOLICITATION

Director Border, chair of the engineer selection committee, then reported that the selection committee had met with Stahly Engineering on November 30 and had asked Stahly to come to tonight's meeting. Stahly will participate in later agenda items tonight.

STATUS OF BOND ELECTION

Vice President White then asked for unanimous consent to revise the agenda to discuss the bond election, which was given. Mr. Donnelly described the election schedule created by the Gallatin County Election Office. He also

discussed election rules and described eligible voters. He noted that the District had mailed ballot request forms to landowners within the District on December 5.

DISCUSSION OF SCOPE AND BUDGET FOR ENGINEERING CONTRACT

Vice President White then asked for unanimous consent to revise the agenda to discuss the scope and budget for the engineering contract, which was given. Greg Benjamin requested that the Board designate a primary point of contact for communications between the engineer and the District. Director Border moved to appoint Matt Donnelly as the District's Project Representative. Director Sullivan seconded the motion, which was unanimously approved.

Mr. Benjamin then presented project scope and budget documents. At the conclusion of the presentation Mr. Benjamin delivered draft contract to Director Border as Chair of the selection committee and to Mr. Donnelly. Larry Watson suggested that Susan Swimley be directed to review the contract and also to conduct a debarment check on Stahly so it is on file with the District.

ENGINEERING ISSUES RELATED TO SEWER PROJECT

President Adams then moved to the next item on the agenda. Terry Threlkeld presented maps of the District and vicinity and briefed the Board on his discussions with landowners regarding site selection for a discharge site. Mr Threlkeld guided the Board through a discussion assisting in the establishment of priorities for site selection. Several Board members then volunteered to open a dialog with landowners regarding site selection.

ELECTION OF OFFICERS

President Adams then opened nomination for Board President. Director Sullivan nominated Charlie White. Seeing no additional comment, President Adams closed nominations. Director Sullivan moved, and Director Border seconded a motion, to elect Charlie White as President of the Board. The motion passed unanimously. Acting President Adams then opened nomination for Board Vice President. Director White nominated Merle Adams. Seeing no additional comment, Acting President Adams closed nominations. Director White moved, and Director Wortman seconded a motion, to elect Merle Adams as Vice President of the Board. The motion passed unanimously.

President White assumed the role of Chair.

NEW BUSINESS

Seeing no new business, President White noted that the next meeting date is January 2. It was noted that due to the critical nature of engineer decisions in the next month there may be cause to call a special meeting.

Director Sullivan moved to adjourn; Director Adams seconded the motion. After unanimous vote the meeting was adjourned at 9:16 p.m.

Secretary