

**GALLATIN GATEWAY COUNTY WATER AND SEWER DISTRICT MINUTES  
REGULAR MEETING, June 3, 2024**

**Call to Order**

President Cary Fox called the regular meeting of the Gallatin Gateway County Water and Sewer District (GGCWSD) to order at 6:35 pm on June 3rd, 2024, at the Gallatin Gateway Community Center, 145 Mill St, Gallatin Gateway, Montana 59730.

Board Members present: President Cary Fox, Vice President Eric Amend, member Tim Melton, and member Ted Border

Staff/Public present: Phil George, General Manager (GM); Amy Ellingson, District Administrator (DA); Libby Kueneke, Secretary

**Public Comment on Non-Agenda Items:**

No public comment occurred.

**Conflict of Interest Disclosure:**

No conflict of interest arose.

**Approval of Minutes**

March 15, 2024 Board Meeting

As no Meeting Minutes were available, Minutes will be approved at the next Meeting.

**Board Member Appointment**

Tim Melton, resident of Gallatin Gateway, wishes to serve on the GGCWSD Board.

**Motion:** Member Ted Border moved to appoint Tim Melton as GGCWSD Board Member; member Eric Amend seconded. No public comment. Motion passed 3-0.

**GENERAL BUSINESS**

**Resolution 2024-01 Montana Board of Investments**

Resolution 2024-01: A Resolution of the Gallatin Gateway County Water and Sewer District to invest in municipal bonds through STIP

With a yield of 5.38%, GGCWSD excess funds will accrue better yield in STIP than in the current investments. Earmarking a certain untouched amount through Quickbooks helps record, maintain and fully fund this investment. Heidi Giem will be informed and will close other accounts. Monthly STIP statements will be reviewed at Board Meetings to see monthly returns.

**Motion:** Member Eric Amed moved to pass Resolution 2024-01; member Ted Border seconded. No public comment was made. Motion passed 4-0.

**Redlined Rules and Regulations**

Phil George reviewed Rules and Regulations suggestions.

- Engineering review Connection Application Fees, at cost of Engineering review to be paid, by requestor have requesters of Annexation Applications pay Review Fees to protect district members.

- Some Benefitted Lots are charged \$6/month billed quarterly for a potential or implied benefit of indefinite guaranteed service. The District should ensure GGCWSD can provide these lots this service. Each Benefitted Lot should be notified, defining and documenting 1 VRU per lot. The Board will gather and provide Heidi Giem with a list of all these Benefitted Lots.
- Wastewater Facility R&R Charges, no facility reserve is accruing. Delete the fund entirely or begin building the fund.
- Update the Appendix A website link and resolution to update.
- Charge excess usage \$20/1000 gal/day monthly.
- Raise Discontinuance Charges to \$300 in order to cover the required services.
- Raise Applicant Account fees.
- Raise late fee payments to a per month charge.
- Homeowners, not renters, must pay all bills.
- Update Wastewater Service Maps, including all out of district clients. The Vice President will follow up on this project.
- Raise VRU charges to \$12,500.
- A special meeting will occur June 13th at 6:30 at FCWSD office, 495 Quail Run Road to pass Rules and Regulations updates. A follow up meeting will occur June 27th at the same time and location.

### **Resolution 2024-02: Approval of Rules and Regulations Changes**

Resolution 2024-02: A Resolution of the Gallatin Gateway County Water and Sewer District to adopt changes in Rules and Regulations to assist in managing all District Activities.

**Motion:** Member Cary Fox moved to approve Resolution 2024-02; Member Tim Melton seconded. No public comment. Motion passed 4-0.

### **Budget Review and Approval FY 2024/2025**

Amy Ellingston and Phil George reviewed the budget.

Bills for Libby Kueneker, Secretary, and Deborah McAtee are included in FCWSD contracted administrative services. The GM suggests checking all manholes and underwater lines for infiltration. The GM will install pans under the manholes to avoid infiltration.

### **Resolution 2024-03: FY 2024/2025 Budget**

The Resolution will be reviewed and approved at a future Special Meeting.

### **Resolution 2024-04 Credit Card Fees**

A Resolution of the Gallatin Gateway County Water and Sewer District to move credit card fees to customers to incentivize automatic bank account withdrawals.

**Motion:** Member Cary Fox moved to pass Resolution 2024-04; member Eric Amed seconded. No public comment. Motion passed 4-0.

### **Financial Report**

Heidi Giem sent a copy of the current balance sheet and profit and loss statement as of 5/30/24 for review.

- In future Meetings, Phil Geogre suggests having Heidi provide a once a year audited balance sheet and a Budget sheet with Budgets and Actuals for each month.

### **Review of Insurance Policy**

- The Board will review insurance with the DA by the end of June. As the district's risk of pollution is small, the supplementary pollution insurance policy will be forgoed.

### **General Manager And District Administrators Report**

Phil George offered the report.

- The Board wishes to prioritize district members.
- The GM will determine what the Benefited Lots are, the total obligation, what VRUs will be available, the current capacity status with engineering, and what capacity expansion would cost and require and come back to the Board with an update. The GM also will follow up with these potential Benefited Lot accounts to discern their requests and needs.
- The GM is pursuing adding meters to the school and to Staceys.
- The GM will follow up with larger users to determine if they have Grease Traps.
- The GM and Board will continue to investigate VRU usage, future potential usage and capacity.
- Letters have been drafted to past due members. A spreadsheet will be provided to the county in August with documentation, and a Tax Rolls resolution will occur in September.

### **Board Member Topics**

The GM was asked if the lift station aeration is in motion. The GM is experimenting with one and will look into installing a bubbler.

### **Public Comment:**

No public comment occurred.

**Next Meeting Date:** September 11, 2024

### **Adjourn**

There being no further business before the Board, the Gallatin Gateway County Water and Sewer District meeting of June 3, 2024 adjourned at 8:16 p.m.



Libby Kueneke, Secretary