

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: Monday, April 11, 2022

Time: 6:30 PM

Place: Gallatin Gateway Fire Department, 320 Webb St. Gallatin Gateway, MT

A teleconference bridge for public input can be joined at **1-605-562-8400** and using **Participant Access Code 1286503** or by using the following web link:

<http://hello.freeconference.com/conf/call/1286503>

AGENDA

I. Public Participation on Non-Agenda Items¹

II. Conflict of Interest Disclosure²

III. Approval of Minutes

- A. Approval of meeting minutes for March 14, 2022

IV. Old Business

- A. Transition of GGWSD Treasurer's financial duties
 - Peak Water Services Proposal

V. New Business

- A. Consideration of 475 Gateway Road South, LLC Annexation Petition

VI. Reports of Officers, Standing Committees and Special Committees

- A. General Manager's Report**
 - District Capacity Report
- B. Existing Will Serve Agreements**
- C. Gateway Village Report (Director Fox)**

VII. Adjourn

¹The 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 Fire Station, 320 Webb Street, Gallatin Gateway, MT, on 03/14/2022. Present at the meeting were board members Eric Amend (remotely), Ted Border, Cary Fox, and Maralee Parsons Sullivan. Staff present included GM Sam Proconier. Members of the public included Pete Stein and Ron Page.

President Border called the meeting to order at 6:34 p.m. Secretary Alison Curry recorded the minutes of the meeting.

PUBLIC PARTICIPATION OF NON-AGENDA ITEMS

President Border asked for public comment on non-agenda items. No comments recorded.

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

January 10, 2022: After confirming that all directors had a draft copy of the 1/10/2022 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 Parsons Sullivan seconded the motion, and the minutes were approved unanimously.

February 14, 2022: Director Amend noted one change for the 2/14/2022 minutes from “their” to “their wash water”. Director Parsons Sullivan made the motion to approve 2/14/2022 minutes as amended; Director Fox seconded the motion. Motion passed unanimously.

OLD BUSINESS

A. 899800 Turnbay – N of Gallatin Gateway

The District Manager called around to get an estimate on the locates for the sewer line, current estimates are between \$1500-\$2000 per hole, and up to four holes may be needed so the total cost could be \$6000-\$8000 for locates. Engineers need approval of board to get the project on the books, as they will need to coordinate a time with MDT to get this project done. The Board discussed the legislation in effect that could protect the District from covering costs of moving the force main. GM Proconier will confer with District Council Swimley to clarify whether the District had previously secured an occupancy or an encroachment permit with MDT. If it is an encroachment permit, the District

will be the responsible payor. There is tracking wire in all the District's force main, the green stakes will help determine where to dig holes for the locates. The District needs to have items in question moved by November 2022. Seine may be able to come out and locate lines quickly, and Morris & Maierle will need to engineer where the line would subsequently get routed. Director Parsons Sullivan moved to approve putting the locate of the force main on the schedule of the excavator, Director Fox seconded, and the motion passed unanimously.

NEW BUSINESS

A. Petition to Annex 475 Gateway South Road, LLC

District Council Swimley has recommended The Board not address 475 Gallatin Road South project at this month's meeting. District council is continuing discussions with the group. There was no further discussion.

B. Discussion and Decision on transition of GGWSD Treasurer's financial duties

Peak has proposed an increased monthly administrative cost of \$1500 up from the prior \$800 to assume duties of the Treasurer. Director Parsons Sullivan noted that tasks 11,12, and 13 are only performed approximately June-September each year, and as such could be charged "a la carte", at an hourly rate. It was noted that quarterly reports were already included in the original scope of work.

GM Proconier will take the a la carte proposal back to the office for feedback and will return with a revised proposal. It was further noted that the Board will need to review of draft of the annual budget for FY23 in May, so it can be approved by June 30th.

Peak will assume the Treasurer's duties by next month.

REPORT OF OFFICERS, STANDING COMMITTEES, AND SPECIAL COMMITTEES

General Manager Report

The capacity report was updated and made available. There are no new applications, and there were no questions of GM Proconier.

Existing will Serve Agreements

Nothing new to report

Gateway Village Report

Nothing to report.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 6:52.

Alison W. Curry

Secretary

Scope of Work: #2.1

Master Services Agreement: 2242

SOW/Project Name: Bookkeeping and Billing

Description of Work: General bookkeeping services, including:

1. Set up of internet systems:
 - a. Quickbooks account,
 - b. cloud and hard-copy file storage,
2. On a monthly basis, we will enter all monies received from customers into the District file. This includes a payment address, receiving checks and making deposits, working with customers to keep information correct and answering any questions that may arrive from the billing process. It also includes monthly invoicing, and monthly statement reminders for past due accounts.
3. We will perform reconciliations of customer accounts periodically, and we will also enter adjusting journal entries as necessary.
4. Receivable reports will be provided on a monthly basis. We will enter, and pay with the District account, expenses incurred by the District on a semi-monthly schedule.
5. On a semi monthly basis, on behalf of the District, we will process payments to vendors for expenses incurred by the District. Expenses will need to be sent to APE thru an approval process that is to be determined by the Board so payments may be issued in a timely manner.
6. Financial reports will be provided as requested but at a minimum on a quarterly basis. Requests will need a week's notice to have documents generated.
7. Periodic mailings to customers that include notifications of rate hearings and other notices as directed by the Board.
8. Processing of Money Collected by Gallatin County Treasurer: Series B Proceeds & Delinquent Account Proceeds
9. Processing of Series A&C Bond Debt
10. On-line Transfer of Mandated Reserves
11. Handling of Delinquent Accounts
12. Prepare Annual Tax Assessment - Prepare and send assessment to County Treasurer
13. Budget Preparation

Exclusions and Limitations: We will work with your CPA, Legal Counsel, and other consultants or subcontractors, but will limit self-performed work in specific

1. We will make no attempt to adjust the records to reflect Generally Accepted Accounting Principles nor to reflect proper tax record keeping.
2. We will make no audit or other verification of the data you submit.
3. We may provide reports that contain portions of financial information; these reports are for internal management use only.
4. We will provide financial statements based on information provided but will not perform any compilation, review or audit of any of the financial information.
5. We do not at any time provide legal services of any type. We have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft. Therefore, have not

included any procedures designed or intended to discover such acts, and you agree we have no responsibility to do so.

What We Need from You: To perform our services, we will need to obtain information on a timely and periodic basis from your company, including:

1. check registers
2. bank statements
3. customer account information
4. customer invoices
5. sales ledgers and receipts
6. sales tax account information
7. vendor information
8. purchase orders and vendor invoices
9. federal tax ID number
10. payroll information
11. employee data
12. unemployment account information
13. any other information that we may require to complete the work of this engagement.

These items and any other items that we obtain from you will be based on information provided by you and will be used without any further verification or investigation on our part.

Time of Performance: The initial term will begin 04/01/2022 and end 12/31/2022; additional terms will be each calendar year until termination of this SOW and/or the MSA.

Price: Payments of \$1500.00 per month for the initial term; any proposed adjustments will be delivered to the District by November 30th with an effective date of January 1st of the following year.

Authorized by:

_____, on ___/___/____
(sign)

(print)

Gallatin Gateway WSD Capacity Report

Current VRU's in Service	162.05			
Additional Will Serve VRU's	75.96			
Applied for VRU's	0		Subtotal VRU's	238.01
Current Capacity and Flow for GGWSD w/ in Service VRU's (5000gal Reserve Included)				
Purchased Flow to FCWSD (total, no reserve)	37080		Total VRU's (160gal/VRU) Alloted to FCWSD	200.5
Average Monthly Flow	15750		Average Flow / In Service VRU	97.2
Available Flow (w/ reserve)	16330		Total VRU's (Based on Average Flow) Alloted to FCWSD	330.07
Future Capacity and Flow for GGWSD once Will Serve VRU's Connect w/ 5000g Reserve				
Total VRU's in Service	238.01	----->	VRU Allotment to FCWSD (160gal/VRU)	-37.51
Predicted Flow Rate w/ 160gal/VRU	38081.6	----->	Flow Rate Allotment	-6001.6
Predicted Flow Rate w/ current Ave.	23132.7	----->	Flow Rate Allotment	8947.3
Predicted Flow Rate Using Current Average Flow for in service VRU's and 160g/VRU for Will Serve VRU's	27903.6	----->	Flow Rate Allotment	4176.4