

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: March 4, 2013

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 January 7, 2013
- B. Approval of Meeting Minutes for February 4, 2013

III. Reports of Officers, Standing Committees, and Special Committees

- A. Report of General Manager & Report of Financial Condition
- B. Report of Site Selection Committee
- C. 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

IV. Unfinished Business and General Orders

- A. Board Vacancy and Recruitment Discussion

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 at the Gallatin Gateway Fire Station, 320 Webb St., Gallatin Gateway, MT, on March 4, 2013. Present at the meeting were board members Merle Adams, Ted Border, David Sullivan, and Earl Wortman. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were also present. In attendance were Kurt Thompson and Ryan Rital from Stahly Engineering, and Larry Watson.

President Border called the meeting to order at 6:30 p.m. Maralee Parsons Sullivan recorded the minutes of the meeting.

PUBLIC COMMENT

President Border asked for public comment on non-agenda items. There were no non-agenda items raised.

President Border proceeded to the next item on the agenda.

APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the January 7, 2013 meeting minutes, President Border asked whether there were any corrections. None were noted. Director Sullivan made the motion to approve the minutes as written, Director Adams seconded the motion and the minutes were approved unanimously.

After confirming that all directors had a draft copy of the February 4, 2013 special meeting minutes, President Border asked if there were any corrections. None were noted. Director Wortman made the motion to approve the minutes as written, Director Adams seconded the motion and the minutes were approved unanimously.

REPORT OF GENERAL MANAGER & REPORT OF FINANCIAL CONDITION

Matt Donnelly reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2012:

TSEP draw request of \$83,573.43 is listed as income. The DNRC draw last month of about \$18K arrived in the district's bank account today and will be reflected as income in next month's financials. Expenses reflect \$7,340 for administrative and legal costs, and approximately \$105K in engineering costs.

A new draw request of \$58,269.70 will be reviewed by the board to cover engineering expenses.

Matt noted that an insurance bill for district liability coverage, about \$1400, will arrive in June and will need to determine how this will be paid. President Border asked if this could be covered as an administrative cost, and Matt will pose this question to Teresa Doig.

REPORT OF SITE SELECTION COMMITTEE

Director Adams reported that the district has signed a buy/sell agreement for 4.9 acres of land with DL Investments LLC ("Vaughn site") at a price of \$200K. Kurt Thompson advised the discharge permit has been submitted for 40K gpd, which spurred conversation about the amount of discharge per day needed. Matt Donnelly requested that a copy of the permit be sent to him. The PRD had indicated the district needed 50K gpd; Matt indicated he thought the agencies would move forward at 45K gpd, and another acre of land would get the district close to 50K. Director Adams suggested Stahly make queries now with the Gateway Village about purchasing 1 acre. Kurt agreed to ask Greg Benjamin to proceed with queries.

REPORT OF ENGINEER

Kurt Thompson introduced Ryan Rital from Stahly Engineering, who will be working on the design portion of the project. Survey drafting of the Vaughn site is complete. There are still 4-5 individual sewer locations within the district yet to be determined. The collection system layout location is mapped (with an "alley layout"). Matt Donnelly requested that a copy be brought to the board. Director Adams suggested that a public meeting be held to review the layout, sometime before summer 2013. Kurt indicated he could have the proposed layout ready for public review by May.

Matt Donnelly reported on the various government reports, administration and draw requests:

- ⌚ RUS: RD is pressing Matt and the engineers to cover the overage in task 1.1 by completing an engineering contract modification.
- ⌚ TSEP: A new draw request to cover 3 engineering invoices (through 2/28/13) has been prepared in the amount of \$58,269.70, which includes \$10,000 earnest money to be put into escrow. A motion to approve the draw request was made by Director Sullivan, seconded by Director Adams and unanimously approved
- ⌚ CDBG: Contract from the Department of Commerce has just arrived at the county. Larry Watson has scheduled a meeting on March 12 with the public commissioners to review and approve. The county will then prepare a sub-contract with the District (which will be back-dated to October 2012.)
- ⌚ DNRC: The Board submitted a draw request at the February 2013 meeting, which just arrived at the bank today, and will be mostly consumed on attorney's fees.

UNFINISHED BUSINESS AND GENERAL ORDERS

Board Vacancy and Recruitment Discussion

There was some discussion about possible recruits. President Border has spoken with Pete Stein, who indicated he cannot devote the time, but will talk to others to generate interest. Camille Faller (present at the meeting) could potentially fill the seat, but indicated she is not a full-time resident. The term being filled ends in November 2013. The Board agreed to put together a list of potential candidates to review at the April board meeting.

NEW BUSINESS

President Border asked for any unfinished or new business. Director Adams commented that he had heard from a Gallatin Gateway school board member that the rumor mill is sparked with concerns about sewer costs to the school district. Matt Donnelly volunteered to go to the school board to discuss this with them. The Board believes the recent closing of the GG Inn will not have a ripple effect on the town; the Inn's assessments will still be paid.

President Border asked for additional unfinished or new business, and seeing none, President Border noted that the next meeting date is April 1, 2013.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:31 p.m.

Secretary