

# **Gallatin Gateway County Water & Sewer District**

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## **PUBLIC MEETING**

**Date:** December 1, 2014

**Time:** 6:30PM

**Place:** Gallatin Gateway Fire Station, 320 Webb St., Gallatin Gateway, MT

**For:** Regular Meeting of the Board of Directors

## **AGENDA**

- 1. Public Participation on Non-Agenda Items<sup>1</sup>**
- 2. Approval of Minutes**
  - a. Approval of Meeting Minutes for November 3, 2014
- 3. Reports of Officers, Standing Committees, and Special Committees**
  - a. Report of General Manager & Report of Financial Condition
  - b. Report of Community Liaison Committee
  - c. Report of Engineer
    - i. Technical Status and ongoing design review comments
    - 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
- 4. Unfinished Business and General Orders**
  - a. Election of Officers
  - b. Discussion and Decision on Late Fee Policy
  - c. Discussion and Decision on Small or Recurring Expense Approval Policy
- 5. New Business**
  - a. Any New Business Which May Come Properly to the Board

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<sup>1</sup> 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**

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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 Fire Station, 320 Webb St., Gallatin Gateway, MT, on December 1, 2014. Present at the meeting were board members Eric Amend, Ted Border, Steve Janes, and David Sullivan. Director Adams was absent. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were also present. In attendance was Kurt Thomson from Stahly Engineering.

President Border called the meeting to order at 6:35 p.m. Secretary 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 November 3, 2014 meeting minutes, President Border asked whether there were any corrections. Director Amend requested word "effective" be inserted into the sentence: "President Border advised all in attendance that Ordinance 14-01 would become in 30 days, on December 3, 2014." Director Sullivan made the motion to approve the minutes as amended, Director Janes seconded the motion and the minutes were approved unanimously.

#### REPORT OF GENERAL MANAGER, TREASURER & APPROVAL OF EXPENDITURES

GM Matt Donnelly provided the report. He is working with council Susan Swimley on getting clarity on CDBG funding release, and the lawsuit. District court rules indicate if 120 days have passed without a decision being handed down, attorneys may send a reminder to the court that a judgment is due. This will be done once the 120 days have passed on December 10. Attorneys at Department of Commerce are still reviewing documentation.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2014: Balance sheet now reflect the journal entries recommended by the outside accounting firm, land is listed as a fixed asset of \$207,071, as well as "construction in progress" (\$403,039), which is a long-term asset account in which expenses associated with building the sewer plant are recorded. Once the plant goes into operation it will start to be

depreciated. A/R aging indicates 4 accounts who paid their bills but not pay late fee, and this will be further discussed later in the meeting during the discussion of new policies. The invoice from JCCS for \$1500 fee for compilation of past year financials has been received. Director Sullivan made the motion to pay the \$1500 invoice, Director Janes seconded the motion, and it passed unanimously.

#### REPORT OF COMMUNITY LIAISON COMMITTEE

Director Janes reported he had nothing to report, other than to request that the next newsletter include an item requesting email addresses for renters in the district, so they can be included on the newsletter distribution list.

#### REPORT OF ENGINEER, GRANT AGENCY DRAWS & REPORTS

Kurt Thomson provided the engineer's report. Easements will be done this week; Matt Donnelly will provide instructions on where to mail or email the easement packages, and will contact all of the parties. The wastewater treatment/disposal plans are about 70% complete and the DEQ submittal should be complete in 2-3 weeks. Mr. Thomson passed out 4 copies of drawings, which the Board briefly reviewed.

There were no grant agency draws or reports.

#### UNFINISHED BUSINESS AND GENERAL ORDERS

##### Election of Officers

President Border opened the nominations for office of Vice President. Director Sullivan nominated Director Amend. Seeing no other nominations, President Border closed the nominations for Vice President. President Border called for all in favor of electing Director Amend to the office of Vice President, and the election was unanimous.

President Border opened the nominations for office of President. Director Sullivan nominated President Border for a second term, noting that the continuity of his leadership would be an asset for the District and the community as the project enters the construction phase. Seeing no other nominations, President Border closed the nominations for President. President Border called for all in favor of electing Director Border to the office of President, and the election was unanimous.

##### Discussion and Decision on Late Fee Policy

The new policy authorizes the District Secretary/Treasurer to credit the unpaid late fee on an account otherwise paid in full, provided the customer has provided a written explanation that the invoice(s) was not received or sent to an incorrect address. Director Sullivan made the motion to approve and adopt the policy as written, Director Amend seconded the motion, and it passed unanimously.

### Discussion and Decision on Recurring Expense Approval Policy

The policy deems 4 periodic or recurring expenses as approved for payment (QuickBooks, Big Sky LOC monthly interest, USPS PO Box, Newspaper notices). President Border requested the words "At least 3 members" be changed to " A quorum". Director Sullivan made the motion to approve and adopt the policy as amended, Director Amend seconded the motion, and it passed unanimously.

### NEW BUSINESS

President Border asked for any unfinished or new business, and seeing none, President Border noted that the next meeting date is January 5, 2015.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:16 p.m.

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Secretary