

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: September 4, 2012

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 August 6, 2012

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

IV. Unfinished Business and General Orders

- A. Audit Discussion and Request for Proposal for Audit Services

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 Gallatin Gateway Fire Station, 320 Webb St., Gallatin Gateway, MT on September 4, 2012. Present at the meeting were board members Merle Adams, Ted Border, Charlie White and Earl Wortman. Matt Donnelly was present; Director Sullivan, Maralee Parsons and Susan Swimley were absent.

President White called the meeting to order at 6:30 p.m. Matt Donnelly recorded the minutes of the meeting.

PUBLIC COMMENT

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

President White proceeded to the next item on the agenda.

APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the August 6 minutes, President White asked whether there were any corrections. Director Wortman noted that Director Adams had requested contact with Mr. DeBernardis regarding land acquisition, and not himself. Director Border moved to amend the minutes by striking Director Wortman's name and replacing with Director Adams' name in the paragraph relating to communication with Mr. DeBernardis in the Report from the Site Selection Committee, and to approve the minutes as amended. Director Wortman seconded the motion. Seeing no further comment, President White called for the vote, which passed with unanimous support.

REPORT OF GENERAL MANAGER

Matt Donnelly reported no substantive change in the District's financial condition from August 6. He reported that CDBG is expected to make a decision on which projects will be financed soon, and that he had heard from Teresa Doig that as a result of conversations with TSEP the District may now be able to meet the TSEP startup conditions. Ms. Doig will be working on clearing all paperwork related to TSEP startup conditions.

REPORT OF SITE SELECTION COMMITTEE

Director Merle Adams reported on the progress of the site selection committee.

The negotiation phase of the discharge site property purchase is on hold pending the outcome of the CDBG grant application. Director Adams reported that the Bozeman Street treatment site appears to be a viable option for the District. He

and Director Wortman and the engineers had met with an adjacent landowner who appeared to be receptive to the idea. The District may have to relocate one well if this option is chosen. There was discussion about a storage shed currently on the property. The adjacent landowner requested that this shed be replaced if the District occupies the property. Greg Benjamin noted that this action would require agency approval, but it is not out of the realm of possibilities.

REPORT OF ENGINEER

Greg Benjamin gave the Engineer's Report.

TSEP has tentatively approved the proposed discharge site from the perspective of releasing TSEP grant funds. Mr. Benjamin noted that this is not equivalent to a DEQ approval, and the District still needs to proceed to file a discharge permit application with DEQ.

Putting a buy/sell agreement in place is the critical path item for this project. It was noted that if we do not have a buy/sell agreement in place by October 1, so that we can proceed with a discharge permit application, then the 2013 construction season is in jeopardy.

Regarding engineering activities, Mr. Benjamin reported that door-to-door surveys to determine the location of service lines for each building in the District will begin this month. He is seeking volunteers to hang brochures on doors.

Director Wortman asked for specific information regarding the Bozeman Street treatment site. Can it handle the 50,000 gpd design flow? Director Border asked for information about upgrade options if and when the District reaches its 50,000 gpd design flow. Mr. Benjamin noted that the 50,000 gpd design flow is a 20-year projection, therefore the District is not expected to hit this number until 2030. He said he would get answers to the questions posed by the Board and would respond by email.

Matt Donnelly asked for specific guidance regarding the buy/sell agreement. After discussion, President White instructed Mr. Donnelly to refrain from proceeding on explicit negotiations for the discharge site property acquisition until the Board has convened to discuss the offer.

AUDIT DISCUSSION AND REQUEST FOR PROPOSAL FOR AUDIT SERVICES

Matt Donnelly explained that Susan Swimley has advised the Board about the need for putting a contract for audit services in place. It is expected that the District will require audit services this fiscal year. Director Adams moved to instruct Mr. Donnelly to secure proposals for audit services from several qualified firms listed on the MT Department of Administration's list of authorized audit firms. Director Wortman seconded the motion, which passed unanimously.

NEW BUSINESS

President White asked for new business. Seeing no new business, President White noted that the next meeting date is October 1, 2012. He also requested that Directors keep checking their email in anticipation of a possible special meeting to consider the land acquisition if news from CDBG is received.

President White then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:48 p.m.

Secretary