

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: February 23, 2009

Time: 6:30PM

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

For: Organizational Meeting of the Board of Directors

AGENDA

I. Call To Order

II. Special Orders

A. Election of Board President

B. Decision on Resolution Adopting Bylaws

C. Deciding on Terms for Directors

D. Nominations, Appointment and Compensation of Officers

E. Interview for Legal Counsel

F. Decision Authorizing Bank Account

G. Report on Mechanisms for Funding the Operations of the District

H. Funding the Preliminary Engineering Review

1. Report on Mechanisms for Funding the Preliminary Engineering Review

2. Decision on a Resolution Committing to Match TSEP Planning Grant Funding, if received

I. Engineering Services

1. Report Regarding the Services of the Midwest Assistance Program

2. Decision on Issuance of RFQ for General Engineering Services

J. Discussion of Insurance Requirements and Coverage

K. Decision on Resolution Adopting Regular Meeting Schedule

III. New Business

A. Any New Business Which May Come Properly to the Board

IV. Public Forum and Comment

A. General Public Comment¹

V. Future Meeting Dates

A. Pronouncement of the Date of the Next Regular Meeting

¹ Public comment on items to be covered within the agenda should be withheld until that agenda item is taken under consideration. The general public comment period is intended to capture public input on items that are not part of the regular agenda.

Gallatin Gateway County Water & Sewer District

MINUTES OF THE

ORGANIZATIONAL MEETING FOR BOARD OF DIRECTORS

The organizational meeting was held in the boardroom of the Gallatin Gateway Fire Station on February 23, 2009. Present at the meeting were board members Merle Adams, Ted Border, David Sullivan, Charlie White and Earl Wortman. Attorney Susan Swimley was also present.

Meeting was called to order at 6:30 p.m. by Director Adams. Matt Donnelly was designated acting Secretary for today's meeting.

Election of President was the next order of business. Director Sullivan moved that Director Adams be elected to the office of President of the Board of Directors. Director White seconded the motion. After discussion, the motion was approved by a unanimous vote.

The Board next took up a discussion of Bylaws for the District. After review of the Bylaws presented by Matt Donnelly and distributed prior to the meeting, the Board decided by unanimous vote to postpone adoption of Bylaws until the next regularly scheduled meeting.

The Board then chose by random lot drawing their respective positions on the Board and respective terms as Directors. Director White moved to adopt Resolution 09-01, which sets forth the positions and terms of the Board. Director Sullivan seconded the motion which was then unanimously adopted.

The next order of business was the appointment of officers for the District. After discussion, Director White moved, Director Sullivan seconded, and it was unanimously decided that Matt Donnelly be appointed to the offices of General Manager, Secretary, and Auditor/Treasurer for the District and that no compensation will be provided Mr. Donnelly for the performance of his duties in these roles. The Board discussed that Mr. Donnelly will serve as temporary Secretary and Auditor/Treasurer until such time as the District is able to afford to pay staff.

The next matter before the Board was hiring of legal counsel. After discussion, Director Sullivan moved, and Director White seconded, a motion to retain Susan Swimley of the law firm of Susan B. Swimley as legal counsel for the District. The motion was approved by a unanimous vote.

The Board then turned to a discussion of the banking needs of the District. Director White moved to adopt Resolution 09-02 establishing a bank account and

addressing other banking issues. That Motion was seconded by Director Sullivan. After debate Resolution 09-02 was adopted unanimously.

The next order of business was the discussion of the methods of financing the operations of the District. The discussion was informational – no action was taken.

The Board then turned to obtaining funding for the conduct of a Preliminary Engineering Review (PER) for the assessment of options and alternatives to construct a wastewater collection and treatment infrastructure. Director White moved to direct Manager Donnelly to pursue TSEP funds to pay a portion of the PER costs without first securing engineering assistance. Additionally, the motion included adoption of Resolution 09-03 authorizing the Board President to sign the application and committing the District to match TSEP funds should they be awarded. The Board discussed that were it to obtain TSEP funds, it would be obligated to provide matching funds. Matching funds might be obtained from Rural Development or a Community Block Grant (CBG). The motion was seconded by Director Sullivan. After debate and discussion the motion passed unanimously.

The next order of business was the authorization of a Request for Proposals directed to qualified engineering firms to conduct a Preliminary Engineering Review for the District. Director White moved to issue an RFP for engineering services to conduct a PER and to appoint Director Border and Mr. Donnelly to a special committee to review the proposals and make recommendations to the Board on April 6, 2009. Director Sullivan seconded the Motion. After debate, the motion was adopted by unanimous vote.

The next order of business was the discussion of the insurance needs of the District. Mr. Donnelly was asked to obtain more information and President Adams ordered the subject to appear on the agenda of the next regular meeting of the Board.

The Board then decided that the regular meetings would be held at 6:30 p.m. on the first Monday of every month, with the first regular meeting scheduled for 6:30 p.m. on April 6, 2009 in the boardroom of the Gallatin Gateway Fire Station.

The Board then discussed the next meeting's agenda.

The meeting was then open to public comment and, no comments being forthcoming, the meeting was adjourned at 9:00 p.m.

signed, Matt Donnelly
Secretary