

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

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## **PUBLIC MEETING**

**Date:** April 6, 2009

**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, Public Forum and Comment**

- A. Call To Order (Adams)
- B. General Public Comment<sup>1</sup> (Adams)

### **II. Approval of Minutes**

- A. Approval of Meeting Minutes for February 23, 2009 (Secretary)

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

- A. Report of General Manager & Report of Financial Condition (Donnelly)
- B. Report of the Engineer Selection Committee and Selection of Engineering Firm for Preliminary Engineering Review (Border)

### **IV. Unfinished Business**

- A. Adoption of Bylaws (Donnelly)
- B. Election and Appointment of Board VP (Adams)
- C. Insurance (Donnelly)

### **V. New Business**

- A. Any New Business Which May Come Properly to the Board (Adams)

### **VI. Future Meeting Dates**

- A. Pronouncement of the Date of the Next Regular Meeting (Adams)

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<sup>1</sup> 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. Public comment should be limited to 5 minutes per speaker.

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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 in the boardroom of the Gallatin Gateway Fire Station on April 6, 2009. Present at the meeting were board members Merle Adams, Ted Border, Charlie White and Earl Wortman. Attorney Susan Swimley was also present. Board member David Sullivan was not present.

The meeting was called to order at 6:35 p.m. by Director Adams. Matt Donnelly was asked to act as Secretary and record the minutes.

President Adams asked for public comment and, seeing none, moved to the next order of business.

President Adams, after confirming that all directors had a copy of the minutes of the last meeting, asked whether there were any corrections. None were noted. Director White moved to approve the minutes and Director Border seconded the motion. The motion to approve the minutes of the February 23, 2009 meeting was unanimously approved.

Mr. Donnelly was then asked to give the report of the General Manager and Treasurer.

The Board then received a report from Ted Border, Chair of the Selection Committee, regarding the selection of an engineering firm to perform a preliminary engineering review (PER) to evaluate options for a public wastewater infrastructure. Director Border reported that nine firms had submitted proposals, all of high quality. Using scoring criteria approved by the Dept. of Commerce, the Selection Committee narrowed the field to three firms and asked those three firms to make presentations to the Board. The three firms, selected in random order, were Stahly Engineering, Great West Engineering, and Allied Engineering.

Stahly Engineering made a presentation to the Board beginning at 6:40 p.m. and lasting until 7:27 p.m. The presentation included a period for questions and answers.

Great West Engineering made a presentation to the Board beginning at 7:33 p.m. and lasting until 8:11 p.m. The presentation included a period for questions and answers.

Allied Engineering made a presentation to the Board beginning at 8:16 p.m. and lasting until 9:03 p.m. The presentation included a period for questions and answers.

Director Border then stated that the Selection Committee recommends that the Board choose the firm that appears to be the most qualified and that the Board ask the Selection Committee to begin a negotiation on costs and payment terms. Director Adams asked for public comment. Seeing none, the Board began deliberations. After considerable debate, Director Wortman moved that Great West Engineering is the most qualified to perform the PER for the District; that the Selection Committee be directed to begin negotiating with Great West Engineering; that Great West Engineering is not authorized to begin work or to incur charges until approved by the Board; that Allied Engineering is the second most qualified to perform the PER for the District; and that the Selection Committee should open negotiations with Allied Engineering in the event that a satisfactory agreement cannot be reached with Great West Engineering. Director Border seconded the motion. The motion passed by a vote of 3 ayes to 1 no, Director White dissenting.

The Board next took up a discussion of Bylaws for the District. Mr. Donnelly noted that all directors had copies of the revised bylaws with major change being the provision of the office of Vice President. Director Adams asked for comment from the public. Seeing none, public comment was closed and the directors took up the discussion. Director White moved to adopt Resolution 09-04 approving the bylaws governing conduct of the District. The motion was seconded by Director Border and passed unanimously.

Election of a Vice President was the next order of business. Director Adams asked for volunteers and/or nominations. Director White volunteered. There being no additional nominations or comments from the public or directors, Director Border moved that Director White be elected to the office of Vice President of the Board of Directors. Director Wortman seconded the motion. After discussion, the motion was approved by a unanimous vote.

The next order of business was the discussion of the insurance needs of the District. Mr. Donnelly presented two insurance quotes. After discussion, the directors asked that copies be made and distributed to the Board and that the issue be taken up at the next meeting.

Director Adams then asked if there was any new business.

Director Adams noted that he had some thoughts on financing some of the District's needs and would like to discuss this at the next meeting. Mr. Donnelly was asked to make a note to include this on the next meeting's agenda.

Director Border asked about the procedure to annex property into the District. Susan Swimley was asked to generate procedures for annexation and email them to the Board. Mr. Donnelly was asked to include annexation procedures on the next meeting's agenda.

Director White noted that Sandy Kust from Midwest Assistance had offered to help the Board with an income survey. Mr. Donnelly was asked to invite Ms. Kust to the next meeting and to provide a slot on the agenda.

Director Wortman moved to adjourn and Director Border seconded. After unanimous vote the meeting was adjourned at 10:03 p.m.

Secretary