



PUBLIC MEETING MINUTES

Wednesday June 21st, 2023, 10:30 am

This meeting will be held via zoom only

I. Regular Board Meeting Public Forum

A. Call to Order/start recording

The meeting was called to order at 10.34. Olsen and Altman were present, making a quorum. Recording was started.

B. Revise May Meeting Minutes- *Action*

No comments.

Olsen moved to approve the May minutes as presented. Altman seconded. No Discussion. The motion passed unanimously.

C. Public comment on relevant non-agenda items – *Discuss*

None.

II. New Business

A. Board updates and correspondence – *Discuss*

The District's fiscal year end is June 30th. Mace and Altman plan to meet this week to finalize fiscal year financial plans, which can be reviewed and approved at a special meeting before the end of the month.

Shane Strong and Olsen attended a County Commission meeting to finalize the Water PER and Phase 1.1 Sewer County ARPA funding contracts earlier this month. Those funds are now available for project use and require quarterly reporting.

B. Annexation and Outreach Committee updates – *Discuss*

The subcommittee now has a map and owner list to help with outreach efforts.

Stuart Goldberg (1 property) and Doug Bing (4 properties) have submitted annexation petitions.

Boyne's Whitewater Inn is almost ready to petition for annexation, but would like additional notification about when BSCWSD agreements get signed and the "clock starts ticking" on the document being more binding. Additional wording will likely be added to the existing petition form to clarify this.

a. Petitions To Annex – *Discuss, maybe Action*

Olsen asked if approving these petitions would trigger expansion of the board. 10 qualified electors in a District requires the expansion of the board from 3 Directors to 5. Goldberg's property has 4 residents, which would likely push the District over the 10-electoral threshold. It is unclear how quickly the board would have to find additional board members. There is a limited pool of qualified board members, even if these several properties annex now, which would likely result in board vacancies. Additionally,

Schumacher wants to resign for the board as soon as there is someone who can replace her.

Board members can appoint qualified (per MCAs) people to the board by majority vote of the board. Current understanding is that Appointees would be up for election by qualified electors of the District in the following May special district election.

The board expressed full willingness to approve the presented petitions but prefers to wait until October or so so more petitions can be reviewed and approved at once. This will streamline administrative processes and ensure there is a larger pool of qualified board member candidates by the time the board needs to grow from 3 to 5 members.

There is one well on the trailer court (public supply) and 6 multi-user septic systems. The trailer court's rep thinks the property owner would be interested in annexation.

Goldberg reiterated the benefits of the sewer for infill on old properties and cleaning up septic pollution to the River.

Altman and Mangold will schedule an annexation-outreach subcommittee meeting to coordinate further efforts.

C. BSCWSD-BSRAD-GCCWSD "joint project subcommittee" Updates – Discuss

There has not been a meeting since the last board meeting. Olsen will schedule one soon to help coordinate efforts and ensure compliance with the interlocal agreements.

D. Fiscal Year 2024 budget – Action

A new coarse budget has been drafted for Fiscal Year 2024. It was discussed and edited with input from the board (see attached for approved version). This is a planning document.

Note that with the recent approval of \$400k feasibility finding funding, BSRAD will likely reduce the FY 24 operating budget (currently \$300k) – the exact amount has not yet been determined. This will likely trigger budget updates.

Throughout the year, ARPA funds and BSRAD "local match" will both be expended.

By January 2024 financial, discharge, logistical, etc. feasibility should be clarified, meeting BSRAD's and the interlocal agreement's feasibility finding requirements (using the \$400k BSRAD funding).

Altman moved to approve the budget as amended through discussion. Olsen seconded. There was no additional discussion. The motion passed unanimously.

E. Fiscal Year 2024 Insurance – Action

Since all special districts have been dropped from MACo insurance, there is a large backlog of applications to other insurance providers and quotes have still not been received. New insurance quotes for GCCWSD should be available by the end of the month. This action item has been tabled for the upcoming special meeting.

F. SRF Loan Application – Discuss

Eventually, the District will need a loan to complete the project. SRF is the best option for this. The sewer project is already on the SRF Priority Project list and is eligible to apply for associated loans. SRF staff recommend applying ASAP since it is a new District without much financial history and still growing. The District will try to wait until they know whether or not they got the RRGL grants and the final available BSRAD fund contribution. It will also help to wait until more properties have

been annexed into the District before applying. The PER (preliminary engineering report) and past grant applications have been sent to SRF staff so they can start to understand the project before the formal application is submitted.

G. WGM Group Updates – Discuss

Based on conversations with DEQ staff, the new impairment and TMDL process for the Upper Gallatin shouldn't impede the discharge permitting process. They see the project as a net benefit to the River.

WGM Group has been coordinating with DEQ on preliminary Discharge design, permitting, and groundwater studies. A Draft Preliminary Discharge feasibility report has been compiled and presented to DEQ. After further coordination with DEQ, this report will be finalized.

Discharge permit-related data collection started this week – measuring water quality, groundwater elevation, and some soil/permeability data.

WGM is working on keeping monthly communication with DEQ rather than just submitting a Permit application at the end, without prior communication.

H. BSRAD Draw Requests – Action

This action was tabled for an end of Fiscal Year special meeting.

Altman asked whether a bylaw can be added to allow automatic payment of invoices related to contracts that the board has already approved or within budgeted allocations. It is unclear if this allowed and will need consultation with legal counsel. If this were to be implemented, the budget would need to be revised with additional detail.

I. Revised State ARPA Draw Request 2 – Action

Tabled for an end of Fiscal Year special meeting.

J. State ARPA Sewer Quarterly Report – Action

Tabled for an end of Fiscal Year special meeting.

K. County ARPA Sewer Quarterly Report – Action

Now that the two County ARPA contracts are finalized, quarterly reports are required and the first is due in July. Nothing has been spent from the ARPA funds so these reports really just outline work to date and the funding budgets which have already been approved.

Olsen moved to approve and submit both the water and sewer County ARPA quarterly reports as presented. Altman seconded. No discussion. The motion passed unanimously.

L. Water PER ARPA Quarterly Report – Action

Approved in the motion above.

III. Old Business

A. Water PER Engineering services RFQ – Action

Jon requested to change the scoring % in the evaluation criteria section of the draft RFQ, to lower preference to firms that have previously worked with the District.

Important dates in the draft RFQ process were updated as well. The proposed due date for responses is now Wednesday, August 9th 2023. If approved, this RFQ could be advertised starting next week. (see attached updated RFQ documents).

Olsen moved to approve the RFQ and move forward with advertising for engineering services for completion of the Water Preliminary Engineering Report. Altman seconded the motion. No Discussion. The motion passed unanimously.

B. Bylaw update – Discuss, maybe Action

Coordination with legal counsel is still needed.

C. District Legal Counsel Letters of Engagement (Matt Williams) – Discuss, maybe Action

Not provided. Tabled to a later date.

D. Board Member COI Disclosure (Schumacher) – Discuss

Schumacher not present. This item was tabled.

IV. Any Other Business Which May Properly Come Before the Board – Discuss

None.

V. Next Meeting Planning

A. Date & Draft Agenda – Discuss

A special meeting was scheduled for 10:30 am Wednesday June 28th.

The July meeting is scheduled for 10:30 am Wednesday July 26th.

VI. Adjourn

Olsen moved to adjourn the meeting at 11:31. Altman seconded. No discussion. The motion passed unanimously.

Recording ended.

Minutes Drafted by: Michelle Pond, WGM Group

Minutes Approved: 7/26/2023

Signed: Scott Alman, Board President



GCCWSD MEETING ATTENDANCE SHEET

10:30 AM; 6/21/23; Zoom Only



#	Name	Affiliation	Contact	Remote Attendance?
1	Michelle Pond	WGM Group	Mpond@wgmgroup.com	X
2	Mace Mangold	WGM Group	mmangold@wgmgroup.com	X
3	Scott Altman	GCCWSD Board	orock9530@me.com	X
4	Jon Olsen	GCCWSD Board	jolsen@lonemountainland.com	X
5	Shane Strong	WGM Group	sstrong@wgmgroup.com	X
6	Steve Johnson	BSRAD	steve@resorttax.org	X
7	Stuart Goldberg		Stuart925@gmail.com	X
8	Kelsey Wagner	AE2S	Kelsey.Wagner@AE2S.com	X
9	Katie Grimm	Canyon Resident and Trailer Court Rep		X



PUBLIC MEETING AGENDA

Wednesday, June 21, 2023, 10:30 am

This meeting will be held via zoom only

Join Zoom Meeting:

<https://us06web.zoom.us/j/88262334056?pwd=NjQvam4xY1lCcjRzakdiZW42dE4ydz09>

(see next page for call in details)

I. Regular Board Meeting Public Forum

- A. Call to Order/start recording
- B. Revise May Meeting Minutes- *Action*
- C. Public comment on relevant non-agenda items – *Discuss*

II. New Business

- A. Board updates and correspondence – *Discuss*
- B. Annexation and Outreach Committee updates – *Discuss*
 - a. Petitions To Annex – *Discuss, maybe Action*
- C. BSCWSD-BSRAD-GCCWSD “joint project subcommittee” Updates – *Discuss*
- D. Fiscal Year 2024 budget – *Action*
- E. Fiscal Year 2024 Insurance – *Action*
- F. SRF Loan Application - *Discuss*
- G. WGM Group Updates – *Discuss*
- H. BSRAD Draw Requests - *Action*
- I. Revised State ARPA Draw Request 2 – *Action*
- J. State ARPA Sewer Quarterly Report – *Action*
- K. County ARPA Sewer Quarterly Report – *Action*
- L. Water PER ARPA Quarterly Report - *Action*

III. Old Business

- A. Water PER Engineering services RFQ – *Action*
- B. Bylaw update – *Discuss, maybe Action*
- C. District Legal Counsel Letters of Engagement (Matt Williams) – *Discuss, maybe Action*
- D. Board Member COI Disclosure (Schumacher) – *Discuss*

IV. Any Other Business Which May Properly Come Before the Board – *Discuss*

V. Next Meeting Planning

- A. Date & Draft Agenda – *Discuss*

VI. Adjourn

Public comment will be encouraged before all non-emergency non-ministerial Actions.

Join Zoom Meeting

<https://us06web.zoom.us/j/88262334056?pwd=NjQvam4xY1lCcjRzakdiZW42dE4ydz09>

Meeting ID: 882 6233 4056

Passcode: 830787

One tap mobile

+16699006833,,88262334056#,,,,*830787# US (San Jose)

+17193594580,,88262334056#,,,,*830787# US

Dial by your location

- **+1 669 900 6833 US (San Jose)**
 - **+1 719 359 4580 US**
 - **+1 253 205 0468 US**
- **+1 253 215 8782 US (Tacoma)**
- **+1 346 248 7799 US (Houston)**
 - **+1 669 444 9171 US**
 - **+1 386 347 5053 US**
 - **+1 507 473 4847 US**
 - **+1 564 217 2000 US**
 - **+1 646 931 3860 US**
 - **+1 689 278 1000 US**
- **+1 929 205 6099 US (New York)**
- **+1 301 715 8592 US (Washington DC)**
 - **+1 305 224 1968 US**
 - **+1 309 205 3325 US**
- **+1 312 626 6799 US (Chicago)**
 - **+1 360 209 5623 US**

Meeting ID: 882 6233 4056

Passcode: 830787

Find your local number: <https://us06web.zoom.us/j/kogrQO7VK>

Fiscal Year 2024 Budget

July 2023 - June 2024

Prepared by: WGM Group



Description: The Gallatin Canyon County Water and Sewer District (GCCWSD) has been granted \$574,000 (\$74k in FY22, \$200k in FY23, \$300k in FY24) of initial external funding from the Big Sky Area Resort Tax District (BSRAD) to help GCCWSD get established. These funds will fund the District's operating expenses from July 2021 through June 2024. During this time, the District will have no customers or regular income. Canyon Sewer Project expenses will be predominately funded through secured grants and \$400,000 in BSRAD funds allocated to the project through the joint interlocal agreement with Big Sky County Water & Sewer District (BSCWSD). A portion of those funds are allocated for BSCWSD utilization as outlined in the agreement. The budget below outlines expenses for fiscal year 2024.

#	Item	FY24 Budget	Description
Operating Income			
1	NONE	\$0	No customers, no services provided, no income
2	BSRAD Seed Funding for GCCWSD	\$300,000	FY24 Annual Operations
3	Total FY 2022 Operating Income	\$300,000	
Other Income			
4	ARPA Competitive Grant	\$1,850,000	Awarded, Phase 1.1 eligible (Sewer Engineering)
5	Gallatin County Minimum Allocation Grant	\$542,480	Awarded, Phase 1.1 eligible (Sewer Engineering)
6	Gallatin County Local Fiscal Recovery Funds	\$207,520	Awarded, Phase 1.1 eligible (Sewer Engineering)
7	Gallatin County Local Fiscal Recovery Funds	\$25,000	Awarded, Phase 1.1 eligible (Water PER Grant)
8	Interlocal Agreement	\$400,000	Joint BSRAD-GCCWSD-BSCWSD agreement
9	Gallatin County Minimum Allocation Grant	\$0	Awarded, Phase 1.2 (\$200,000)
10	Montana Coal Endowment Program	\$0	Awarded, Phase 1.2 (\$750,000)
11	Renewable Resource Grant & Loan Program	\$0	Pending, Phase 1.2 (\$125,000)
12	Other	\$0	Pending, Phase 1.2 (\$125,000)
13	Total FY24 Funding Based Income	\$3,025,000	
Operating Expenses			
14	District Administration	\$30,000	County/State filings, 'general manager' role/responsibility
15	General Outreach and Education	\$50,000	Graphics, flyers, event attendance, presentations, etc.
16	Project Funding	\$30,000	Grant writing, Project Finance Structure Planning, etc.
17	Engineering, Accounting and Legal Services	\$90,000	As Needed
18	Total FY24 Operating Expenses	\$200,000	
Capital Improvement Expenses (grant eligible)			
19	Legal & Professional Services	\$37,500	Line items correspond to ARPA budget table and Start-up documentation.
20	Audit Fees	\$12,500	
21	District Planning & Outreach (project specific)	\$50,000	Fund use prioritization: 1) State ARPA, 2) County ARPA, 3) Local funds (BSRAD)
22	Discharge Permitting	\$100,000	
23	Final Engineering Design	\$100,000	
24	Treatment Capacity Purchase / Disposal	\$0	
25	Contingency	\$100,000	
26	Miscellaneous (studies, engineering, etc.)	\$400,000	BSRAD required studies, Water System PER
26	Total FY24 Capital Improvement Expenses	\$800,000	
Net Incomes			
27	Net Operating Income	\$100,000	
28	Cash Reserves	\$50,000	from Knaub & Company
29	Funding Reserves (Year End)	\$2,025,000	

Exhibit B
SLFRF Progress and Expenditure Report

Name of Sub-Recipient: Gallatin Canyon County Water Sewer District
Report Date: 6/21/2023

Project Name: Gallatin Canyon Water PER

Project Expenditure Category: Water and Sewer Projects

Project Award Number: 2023598

Project Award Date: 6/6/2023 Project Award Amount: \$25,000

Payment Method: Grant If Loan, expiration date: N/A

Primary Place of Performance: Gallatin Canyon, MT

Project Description:

Between 50 to 250 words, describe the project in sufficient detail to provide understanding of the major activities that will occur. Indicate any sub-tasks or objectives included within the project along with desired outcomes (this description remains the same for the life of the project unless a scope of work change is approved through an amendment).

The project concerns the completion of a preliminary engineering report (PER) to act as a preliminary planning tool and help the community better understand the following items:

- Drinking water infrastructure and management in the Gallatin Canyon County Water and Sewer District (GCCWSD) and its expected future boundaries.
- The options for ensuring safe and sustainable drinking water supply in the GCCWSD and its expected future boundaries.

Related Project Name(s) and ID #s (n/a if not applicable):

Name:	ID #:
Gallatin Canyon Sewer Project Phase I.I	2023486

Does this project serve an Economically Disadvantaged Community (Y/N)? N

If "Yes", under what condition(s) does it qualify?

- The primary intended beneficiaries earn less than 60% of Median Income
- Over 25% of the intended beneficiaries are below the Federal Poverty Line

Projects within certain Expenditure Categories require reporting on this metric.

If "Yes",

How many total beneficiaries were served? _____

How many of those beneficiaries met the criteria above? _____

Expenditures for Current Reporting Period:

Using attachment B (request for reimbursement form), include the amount and a brief description of each individual administrative/financial related expenditure (invoice) that will be paid for in whole or in part using SLFRF funds. Attach a copy of each invoice. Include summary payroll information for all work performed by the SLFRF funded employees. At a minimum, include the name, title, time period or date(s) that work was performed, rates charged/hour, total hours worked, activities performed, and total amount earned. Attach additional documentation as needed.

Additional Required Programmatic Data per Expenditure Category:

Water and Sewer Projects:

Projected/actual construction start date (month/year): NA

Projected/actual initiation of operations date (month/year): NA

Location:

NA

Median Household Income of service area: \$75,786

Lowest Quintile Income of the service area: \$30,500

National Pollutant Discharge Elimination System (NPDES) Permit Number (if applicable- clean water): NA

Public Water System (PWS) ID number (if applicable- drinking water): ___NA___

Project Status Update:

- Not started
- Under 50% complete
- Over 50% complete
- Completed

This portion of the report should provide a summary of the overall status of the project and any other information relevant to the implementation of the project. Include a description of any accomplishments achieved since the last progress report submitted. Include timelines for milestones or completion of activities.

Use quantitative terms whenever possible. Provided above is a basic project status, please provide estimates for major components of the project.

Provide any other information that appears pertinent, such as anticipated changes in the contract budget, implementation schedule, or scope of services. For example, if you anticipate any problems or delays that could affect the project implementation schedule or budget, these should be fully described and discussed well in advance, since a budget adjustment requires prior approval. Finally, indicate any milestones from the implementation schedule that are behind schedule and indicate when they should be completed.

In this quarter the GCCWSD board prepared and started advertising an RFQ in order to secure engineering services to complete the project.

Gallatin County Grants Department
U.S. Treasury ARPA Grant

Contractor: Gallatin Canyon County Water Sewer District

Contract #: 2023-2023598

April 1 -June 30, 20

Expense Budget Category	Current Month	YTD	Total Budget Amount	Budget Balance	% of Budget Used
Professional Services		\$ -	\$ 2,500.00	\$ 2,500.00	0%
Eliminary Engineering Report		\$ -	\$ 20,000.00	\$ 20,000.00	0%
Contingency		\$ -	\$ 2,500.00	\$ 2,500.00	0%
Total Expenses	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	0%

Name and Title of Person Submitting: Michelle Pond on behalf of Scott Altman, Board President

Signature Certifying Submission:



Contact # and Email: mpond@wmggroup.com

Other Expenses must have receipts to back up expenses.

Department Use Only

Amount Approved _____

Date Approved _____

Approved By: _____

Exhibit B
SLFRF Progress and Expenditure Report

Name of Sub-Recipient: Gallatin Canyon County Water Sewer District
Report Date: 6/21/2023

Project Name: Gallatin Canyon Sewer Project Phase I.I

Project Expenditure Category: Water and Sewer Projects

Project Award Number: 2023486

Project Award Date: 6/6/2023 Project Award Amount: \$750,000

Payment Method: Grant If Loan, expiration date: N/A

Primary Place of Performance: Gallatin Canyon, MT

Project Description:

Between 50 to 250 words, describe the project in sufficient detail to provide understanding of the major activities that will occur. Indicate any sub-tasks or objectives included within the project along with desired outcomes (this description remains the same for the life of the project unless a scope of work change is approved through an amendment).

County ARPA funds will be used for Legal & Professional Services, Audit fees, Discharge Permitting, Final Engineering Design, Treatment Capacity Purchase/Agreement, and contingency.

Phase 1.1 activities include:

- Project startup
- Environmental permitting
- Design
- Impact fee and rate study
- Total funding package development
- Contractor procurement
- Residual funds to secure initial treatment capacity from the BSCWSD

Related Project Name(s) and ID #s (n/a if not applicable):

Name:	ID #:
Gallatin Canyon Water PER	2023598

Does this project serve an Economically Disadvantaged Community (Y/N)? N

If "Yes", under what condition(s) does it qualify?

- The primary intended beneficiaries earn less than 60% of Median Income
- Over 25% of the intended beneficiaries are below the Federal Poverty Line

Projects within certain Expenditure Categories require reporting on this metric.

If "Yes",

How many total beneficiaries were served? _____

How many of those beneficiaries met the criteria above? _____

Expenditures for Current Reporting Period:

Using attachment B (request for reimbursement form), include the amount and a brief description of each individual administrative/financial related expenditure (invoice) that will be paid for in whole or in part using SLFRF funds. Attach a copy of each invoice. Include summary payroll information for all work performed by the SLFRF funded employees. At a minimum, include the name, title, time period or date(s) that work was performed, rates charged/hour, total hours worked, activities performed, and total amount earned. Attach additional documentation as needed.

Additional Required Programmatic Data per Expenditure Category:

Water and Sewer Projects:

Projected/actual construction start date (month/year): NA

Projected/actual initiation of operations date (month/year): NA

Location: Gallatin Canyon (Big Sky CDP)

Median Household Income of service area: \$75,786

Lowest Quintile Income of the service area: \$30,500

National Pollutant Discharge Elimination System (NPDES) Permit Number (if applicable- clean water): NA

Public Water System (PWS) ID number (if applicable- drinking water): ___NA___

Project Status Update:

- Not started
- Under 50% complete
- Over 50% complete
- Completed

This portion of the report should provide a summary of the overall status of the project and any other information relevant to the implementation of the project. Include a description of any accomplishments achieved since the last progress report submitted. Include timelines for milestones or completion of activities.

Use quantitative terms whenever possible. Provided above is a basic project status, please provide estimates for major components of the project.

Provide any other information that appears pertinent, such as anticipated changes in the contract budget, implementation schedule, or scope of services. For example, if you anticipate any problems or delays that could affect the project implementation schedule or budget, these should be fully described and discussed well in advance, since a budget adjustment requires prior approval. Finally, indicate any milestones from the implementation schedule that are behind schedule and indicate when they should be completed.

In this quarter, surveying, preliminary discharge permitting planning, agency coordination, and groundwater monitoring were conducted. Gallatin County ARPA grant contracts were formally entered for both the GCCWSD Sewer Project Phase 1.1 and Water PER.

No problems or delays are anticipated at this time.

Gallatin County Grants Department
U.S. Treasury ARPA Grant

Contractor: Gallatin Canyon County Water Sewer District

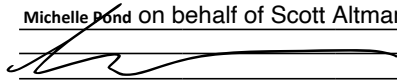
Contract #: 2023-2023486

April 1 -June 30, 20

Expense Budget Category	Current Month	YTD	Total Budget Amount	Budget Balance	% of Budget Used
Legal & Professional Services	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0%
Audit Fees	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0%
Feasibility Study	\$ -		\$ -	\$ -	0%
District Planning & Outreach	\$ -		\$ -	\$ -	0%
Preliminary Engineering Design	\$ -	\$ -	\$ -	\$ -	0%
Discharge Permitting	\$ -		\$ 50,000.00	\$ 50,000.00	0%
Final Engineering Design	\$ -		\$ 250,000.00	\$ 250,000.00	0%
Treatment Capacity Purchase	\$ -	\$ -	\$ 380,000.00	\$ 380,000.00	0%
Contingency	\$ -		\$ 50,000.00	\$ 50,000.00	0%
Total Expenses	\$ -	\$ -	\$ 750,000.00	\$ 750,000.00	0%

Name and Title of Person Submitting: Michelle Pond on behalf of Scott Altman, Board President

Signature Certifying Submission:



Contact # and Email: mpond@wgmgroupp.com

Other Expenses must have receipts to back up expenses.

Department Use Only

Amount Approved _____
Date Approved _____
Approved By: _____



REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES FOR COMPLETION OF A WATER PRELIMINARY REPORT

**FOR THE GALLATIN CANYON COUNTY WATER AND
SEWER DISTRICT IN BIG SKY, MONTANA**

**PROPOSALS MUST BE RECEIVED NO LATER THAN:
Wednesday,**

August 9, 2023 at 3:00 PM MST



REQUEST FOR QUALIFICATIONS (RFQ) FOR THE GALLATIN CANYON COUNTY WATER AND SEWER DISTRICT WATER PRELIMINARY ENGINEERING REPORT

NOTICE TO ENGINEERING CONSULTING FIRMS: Notice is hereby given by the Gallatin Canyon County Water and Sewer District (District) that it will receive written Statements of Qualifications (SOQ's) to perform engineering and associated public and agency outreach for the completion of a board approved Water Preliminary Engineering Report (PER).

I. **PURPOSE**

1. Project Background

The Gallatin Canyon County Water and Sewer District (GCCWSD) was formed in December 2020, with the immediate intention of pursuing a new solution to wastewater management in the Canyon Area. They have since seen the need to consider a possible public water management solution as well.

The Canyon Area, along the Gallatin River and Highway 191 near Big Sky, MT, is an unincorporated community of approximately 1,000 people. The Canyon Area consists of a sprawling mix of commercial-industrial area, residential areas with relatively low density, and open space. The area is developing rapidly. The existing population is served by a patchwork of private individual wells and a few small privately owned public systems. Numerous drinking water wells in the project area are shallow and draw from the same aquifer that the septic systems discharge to, and therefore are more susceptible to contamination.

GCCWSD is currently planning construction of a centralized sewer collection system which will progressively retire septic systems and provide significantly improved effluent and aquifer quality. Treatment will be provided at the Big Sky County Water and Sewer District's upgraded wastewater reclamation and reuse facility (WRRF), resulting in high quality effluent that is returned to the Canyon Area for groundwater discharge using large central recharge galleries. Although the human health risk is substantially improved, the scale of planned discharge results in increased DEQ requirements with respect to documenting risk to down-gradient drinking wells.

Additionally, limited water rights are an issue for some existing and many potential uses in the area. The GCCWSD would like to explore the impacts of consolidation of water rights for use as a public water system. They would also like to evaluate potential to promote water conservation through comprehensive water supply planning and management.

GCCWSD believes that it is time to start evaluating current and anticipated drinking water conditions and exploring potential improvements. The GCCWSD has secured \$25,000 in ARPA grant funds from Gallatin County for this PER and an additional \$25,000 in matching funds. Estimated timeline for completion is 3- to 6-months.

II. SCOPE OF WORK

Engineering

Professional services may include, but are not limited to the following:

1. Engineering Services: Complete a preliminary engineering report (PER) evaluating drinking water conditions and potential solutions for the GCCWSD and its anticipated future extent that meets Montana Uniform Application requirements. This includes presenting at and facilitating at least one public meeting prior to board adoption of the PER.

Water Rights

Professional services may include, but are not limited to the following:

1. Water Rights Services: Evaluate available water rights and potential to consolidate for municipal use, along with identifying options for water right capacity expansion through means of mitigation or other mechanisms available based on current Montanan Department of Natural Resources and Conservation (DNRC).

III. PROPOSAL SUBMITTAL

Prospective firms should include the following in their Statement of Qualifications:

1. Firm Qualifications: This section should support the company experience and competence associated with the scope of work described herein. The firm must be familiar with all applicable Montana law as it relates to the scope of work. Describe related experience on three to five projects similar in scope. List any firm experience working with the District.

Statements must clearly identify any elements of the proposed scope of work that would not be provided by the prime engineering consulting firm. Any sub-consultants which comprise the respondent team must be identified along with their qualifications and a description of past working history between the firms.

2. Key Personnel: List key personnel assigned to the project, including applicable education, applicable experience, any relevant specialized training and the person's primary office location. No substitutions of key personnel listed in the proposal will be allowed without written approval of the District.
3. Project Approach: Provide a description of the firm's project understanding and technical approach for completing Part II. SCOPE OF WORK, and any supplemental services that may be in the best interest of the District.
4. Availability: Demonstrate capability to meet time and project budget requirements including present and projected workloads of proposed team members.
5. Additional Information: Any relevant information the consultant believes the District officials should consider during SOQ review and ranking.

The submitted documents shall be limited to 10 pages, excluding cover letter, table of contents, cover/divider sheets and resumes. Page size is to be 8.5 x 11 inches.

Questions or clarifications regarding this RFQ will be considered in writing until 5:00 pm local time on July 24, 2023. Responses to questions or clarifications will be published by the

District and posted on the District's website on July 28, 2023. Questions should be submitted in writing to:

Scott Altman, District President
Gallatin Canyon County Water & Sewer District
gallatincanyonwsd@gmail.com

Interested firms should submit three printed and one digital copy (PDF format on CD or thumb drive) of their Statement of Qualifications in an enclosed envelope titled "Gallatin Canyon Water SOQ" by 3:00 pm local time on August 9, 2023 to the BSCWSD office:

Big Sky County Water & Sewer District
ATTN: Scott Altman, GCCWSD President
P.O. Box 160670
561 Little Coyote Rd
Big Sky, MT 59716

IV. SELECTION OF CONSULTANT

All SOQ's submitted in accordance with these instructions will be evaluated by a selection committee assigned by the District Board. At the Committee's discretion, one or more qualified candidates may be interviewed at which time additional information may be requested. Tentative consultant selection scheduling anticipates contract negotiations following Board award consideration at the September 2023 meeting. Notice to Proceed is expected immediately following execution of the Professional Services Agreement. There is no guaranteed minimum amount of work.

Evaluation Criteria

- 10% Overall quality of the proposal including clarity of the submittal and responsiveness to the Request for Qualifications.
- 25% Qualifications of personnel who would be assigned to the project and the project team's experience, as a group.
- 25% Prior experience with similar projects.
- 25% Present and project workloads and ability to meet time and budget requirements
- 5% The firm's recent and current work for the District.
- 10% Office location for personnel who would be assigned to the project.

The District Board reserves the right to select the firm and accept the proposal deemed to be in the best interest of the District. This solicitation is being offered according to Federal and State statutes governing the procurement of professional services. Accordingly, the District Board reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate. Compensation for activities will be negotiated following selection of an engineering firm. The District is an Equal Opportunity Employer.