



PUBLIC MEETING MINUTES

Wednesday August 30th, 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 10:31.

Olsen and Altman were present, making quorum.

B. Revise July Meeting Minutes- *Action*

The meeting minutes were reviewed, with no comments.

Olsen moved to approve the July 30th meeting minutes. Altman seconded. There was no further discussion. The motion passed unanimously.

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

Katie Grimm asked how to learn more about the water side of things and any water system efforts of the District.

Altman said there is no water project to date, but that a Water Preliminary Engineering Report will be starting soon to evaluate if a water project is needed and what that may entail. WGM Group was the only group to respond the recent RFQ. While they haven't been contracted yet to conduct the Water PER, Mace Mangold of WGM Group may be able to answer other water questions.

II. New Business

A. Board member updates and correspondence – *Discuss*

None.

B. Annexation and Outreach Committee updates – *Discuss*

A meeting is scheduled for later today. The focus will be on how to encourage early annexation in preparation for reviewing and approving petitions at the October board meeting.

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

The subcommittee met on August 14th, the next meeting is scheduled for October 4th. Discussions focused on how much wastewater will go up for treatment and how much will go back down for disposal and associated costs to both districts. Nothing was decided, but the conversation will continue at future meetings and be refined as design and rate studies progress.

It may make sense for the \$2M of ARPA funds awarded to the GCCWSD to be used for design of the part of the project that BSCWSD is heading. This could be balance by spreading more of the \$12M BSRAD funding at a later date. This will continue to be discussed and evaluated by the subcommittee and GCCWSD board.

Altman asked WGM Group to reexplain the option that was evaluated in the PER that included an MBR treatment plant that allows the GCCWSD to be a stand-alone system and doesn't require treatment at BSCWSD. This has been added to the agenda for the next meeting. This is a very unlikely scenario. The BSRAD \$12M is tied to the conveyance between BSCWSD and GCCWSD. The shared system currently being pursued is mutually beneficial for both Districts.

D. Canyon Sewer Project Updates – Discuss

Under the current contract, most data collection and survey is almost done for collection design. 30% design layouts of the collection system should be completed in the coming month and can be presented at the next meeting. This information will allow the District to start pursuing easements for the properties where the pipes will need to pass through.

Property owner coordination with the properties on the east side of the highway will be required to refine the design further. Since this area is much lower than the rest of the sewer lines, standard gravity collection is less practical. Likely, a more active system, such as grinder pumps, would be best, which would increase electricity use at each hook up.

If they don't connect to sewer, Level 2 septic systems will probably be required in this area when existing systems have to be replaced; these systems require electric use too for dosing pumps, etc.

Board members will be provided with the draft plan layouts before the next meeting.

E. BSRAD and ARPA Draw Requests and Invoice Payments – Action

The invoices up for payment were reviewed and explained.

Altman moved to approve the payment request and the corresponding draw requests to ARPA and BSRAD, as presented. Olsen seconded. There was no additional discussion. The motion passed unanimously.

F. Grant Administration Proposal – Action

A WGM group work Scope of Work for GCCWSD Grant and Funding Administration was presented and explained. Fees are charged as needed, based on time and materials.

This is largely a continuation of last year's grant administration scope. Roughly half of the budget proposed last year was used.

This includes management of currently awarded grants as well as research and, potentially, applications for additional funding.

Olsen moved to approve the proposal as presented. Altman seconded. There was no additional discussion. The motion passed unanimously.

G. Water PER Engineering services RFQ – Discuss, maybe Action

The District went through the RFQ process for a water preliminary engineering report (PER). WGM Group was the only applicant. The board members need additional time to review the statement of Qualification (SOQ).

At the next board meeting, board comments on the SOQ will be discussed.

III. Old Business

A. Subcontractor Insurance Agreement – Discuss

Insurance requirements for subcontractors that were recommended by the District's insurance broker were reviewed briefly. These, or similar, will be included future contracts.

B. Annual Fiscal Report (AFR) to Local Government Services FY 23 – Action

This is required reporting that is due in December. A draft was presented. Altman and the District's accountant will update it and then bring to the board for a more detailed review and approval at the next meeting.

C. Fiscal Year 2024 budget update – Discuss

Once the AFR (above) is finalized, that will help inform the FY24 budget, to be reviewed and approved at the next meeting.

D. Annexation petition updates – Discuss

The updates discussed at the last were approved by the District's attorney.

Two new petitions came in this month. These will be up for approval by the board at the October board meeting.

Those who have already submitted annexation petitions will be provided with the updated petition which they can resubmit.

E. Bylaw update – Discuss

These have not been prepared yet.

F. District Legal Counsel Letters of Engagement (Matt Williams) – Discuss

This has not been provided yet.

G. Board Member COI Disclosure (Schumacher) – Discuss

Schumacher was not present. This was tabled until the next meeting.

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

None.

V. Next Meeting Planning

A. Date & Draft Agenda – Discuss

It was suggested that meetings be moved to Thursdays so that the BSCWSD meeting room can be used for in-person meetings again.

The next meeting was penciled in for October 5th, 10:30 with in person and virtual options.

VI. Adjourn

At 11:19,

Olsen moved to adjourn the meeting. Altman seconded the motion. There was no discussion. The motion passed unanimously.

Minutes Drafted by: Michelle Pond, WGM Group

Minutes Approved: 10/11/2023

Signed: Scott Altman, Board President



GCCWSD MEETING ATTENDANCE SHEET

10:30 AM; 8/30/23; 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	Al Malinowski	Ramshorn	Al_mal@yahoo.com	X
6	Shane Strong	AE2S	Ryan.graff@ae2s.com	X
7	Steve Johnson	BSRAD	steve@resorttax.org	X
8	Kristin Gardner	Ramshorn + GRTF	kristin@gallatinrivertaskforce.org	X
9	Marlene Sadaj			X
10	Kelsey Wagner	AE2S		X
11	Katie Grimm			X



PUBLIC MEETING AGENDA

Wednesday, August 30, 2023, 10:30 am

This meeting will be held via zoom only

Join Zoom Meeting:

<https://us06web.zoom.us/j/85943388892?pwd=d09GVXVWdDRlbHRtK3M4WIA0UUJ6UT09>

(see next page for call in details)

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

- II. New Business**
 - A. Board member updates and correspondence – *Discuss*
 - B. Annexation and Outreach Committee updates – *Discuss*
 - C. BSCWSD-BSRAD-GCCWSD “joint project subcommittee” Updates – *Discuss*
 - D. Canyon Sewer Project Updates – *Discuss*
 - E. BSRAD and ARPA Draw Requests and Invoice Payments – *Action*
 - F. Grant Administration Proposal – *Action*
 - G. Water PER Engineering services RFQ – *Discuss, maybe Action*

- III. Old Business**
 - A. Subcontractor Insurance Agreement - *Discuss*
 - B. Annual Fiscal Report to Local Government Services FY 23 – *Action*
 - C. Fiscal Year 2024 budget update – *Discuss*
 - D. Annexation petition updates – *Discuss*
 - E. Bylaw update – *Discuss*
 - F. District Legal Counsel Letters of Engagement (Matt Williams) – *Discuss*
 - G. 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.

2023 Meeting Dates



www.gallatincanyonwsd.com

Join Zoom Meeting

<https://us06web.zoom.us/j/85943388892?pwd=d09GVXVWdDRLbHRtK3M4WIA0UJ6UT09>

Meeting ID: 859 4338 8892

Passcode: 943235

One tap mobile

+13462487799,,85943388892#,,,,*943235# US (Houston)

+16694449171,,85943388892#,,,,*943235# US

Dial by your location

- **+1 346 248 7799 US (Houston)**
 - **+1 669 444 9171 US**
- **+1 669 900 6833 US (San Jose)**
 - **+1 719 359 4580 US**
 - **+1 253 205 0468 US**
- **+1 253 215 8782 US (Tacoma)**
 - **+1 309 205 3325 US**
- **+1 312 626 6799 US (Chicago)**
 - **+1 360 209 5623 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**

Meeting ID: 859 4338 8892

Passcode: 943235

Invoice Date	Vendor	Invoice Number	Amount	Purpose <small>(Project/ Non-Project)</small>	General Invoice Description	Notes	ARPA - PHASE 1.1 All used by Sept. 30, 2026 Quarterly reports by 7th of month following quarter close.			BSRAD - PHASE 1.1 All grant admin paid by BSRAAD.		
							State ARPA	County ARPA - Combined for Submittals		FY24 Budget (7/1/23- 6/30/24)	Feasibility* (communal w/BSWSD)	Interlocal
							Competitive	Min Allocation	LFR			
							\$2M	\$542,480	\$207,520 Cost between 3/3/21 & 12/31/24	\$200,000	\$380K Spend before the \$12M	\$12M
5/10/2022	WGM Group	65624	\$ 17,874.07	project	MCEP & RRGL grant apps, District admin	200323.2						
6/14/2022	WGM Group	66051	\$ 20,294.68	project	MCEP & RRGL grant apps, District admin	200323.2						
6/6/2023	WGM Group	68999	\$ 23,184.40	project	WO#2: geotech coord, landowner coord, schedule, survey prep, begin 30% design	220724.2	x					
7/1/2023	Knaub & Co.	070123-41	\$ 261.25	non-project	June bookkeeping					x		
8/1/2023	Knaub & Co.	080123-43	\$ 114.95	non-project	July bookkeeping					x		
8/9/2023	WGM Group	69700	\$ 10,232.37	project	WO#1: Round 1 fieldwork, prep for Round 2, prep for modeling, water quality analysis	220724.1					x	
8/9/2023	WGM Group	69701	\$ 6,460.60	project	WO#3: EA prep, disposal alternatives, treatment wetland concepts, effluent analysis	220724.3	x					
8/10/2023	WGM Group	69705	\$ 49,939.74	project	WO#2: geotech coord, landowner coord, schedule, survey, 30% design work	220724.2	x					
8/11/2023	WGM Group	69731	\$ 7,739.10	project	District admin & outreach	220323.4				x		
8/11/2023	WGM Group	69730	\$ 1,560.20	project	Grant admin	220323.3				x		



INVOICE

PLEASE REMIT TO:
 1111 East Broadway, Missoula, MT 59802
 Phone: 406-728-4611

GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 C/O KNAUB & COMPANY
 PO BOX 161030
 BIG SKY, MT 59716

August 09, 2023
 Project No: 220724.1
 Invoice No: 69700

Project 220724.1 GALLATIN CANYON SEWER DISCHARGE PERMITTING WORK ORDER #1

Email invoices with 220 report to gallatincanyonwsd@gmail.com and knaubco@3rivers.net

Invoice Notes: Data entry and Round 1 fieldwork summary of results. Preparation and planning for Round 2 of fieldwork. DEQ coordination.
 Additional Services: Preparation for conceptual phase of MODFLOW modeling. Bridger Analytical Lab subconsultant fees for Round 1 monitoring well water quality analysis.

Professional Services from July 01, 2023 to July 31, 2023

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	2.00	187.00	374.00	
Project Engineer 1	17.40	152.00	2,644.80	
Staff Engineer 2	10.10	136.00	1,373.60	
Environmental Field Tech	14.40	113.00	1,627.20	
Senior Environmental Engineer	1.00	187.00	187.00	
Hydrologist 2	4.00	137.00	548.00	
Senior Scientist	9.00	187.00	1,683.00	
Totals	57.90		8,437.60	
Total Labor				8,437.60

Reimbursable Expenses

Card, Master	956.89		
BRIDGER ANALYTICAL LAB INC	633.00		
Total Reimbursables		1,589.89	1,589.89

Unit Billing

Copies (Color) 11" x 17"	24.75		
Copies (Color) Letter/Legal	110.00		
Mileage	68.78		
Technology Fee-Arc GIS	1.35		
Total Units		204.88	204.88

Total this Invoice \$10,232.37

Outstanding Invoices

Number	Date	Balance
68762	5/8/2023	40,369.00
Total		40,369.00

TOTAL NOW DUE \$50,601.37

Bridger Analytical Lab
 7539 Pioneer Way Suite B
 Bozeman, MT 59718
 Phone: (406) 582-0822

New Business Hours
Starting Dec. 3rd, 2018
Mon-Thurs: 8:30 AM - 5:00 PM
Friday: 8:30 AM - 1:00 PM

INVOICE

Date	Invoice No.
07/11/2023	2306523

Remit Due Date: 08/10/2023

WGM Group
 109 E. Main St., Suite B
 Bozeman, MT 59715

Project: GCCWSD
Work Order: 2306523

Analysis/Description	Qty	Unit Cost	Extended Cost
Nitrogen Cycle	1	\$100.00	\$100.00
BOD, 5 Day	1	\$60.00	\$60.00
Calcium IC	1	\$25.00	\$25.00
Chloride	1	\$30.00	\$30.00
Conductivity	1	\$18.00	\$18.00
E.coli Count	1	\$68.00	\$68.00
Hardness	1	\$24.00	\$24.00
Arsenic	1	\$28.00	\$28.00
Magnesium IC	1	\$25.00	\$25.00
pH	1	\$17.00	\$17.00
Phosphate as P	1	\$30.00	\$30.00
Phosphorus, Total as P	1	\$25.00	\$25.00
Sodium Adsorption Ratio (SAR)	1	\$10.00	\$10.00
Sodium IC	1	\$25.00	\$25.00
Total Coliform Count	1	\$2.00	\$2.00
Total Dissolved Solids	1	\$22.00	\$22.00
Iron, Total	1	\$24.00	\$24.00
Total Organic Carbon (TOC)	1	\$100.00	\$100.00

Invoice Total: \$633.00

Note: Payment is due within 30 days from the date of this invoice. You agree to this payment schedule by signing the Chain of Custody document. A finance charge of 1.5% or \$5.00 (whichever is larger) per month will be charged on invoices past due 30 days. We value your business. Thank you.

220 JTD Billed by Task Project Summary

Wednesday, August 9, 2023

5:55:23 PM

WGM Group Inc

For the period 7/1/2023 - 7/31/2023

	Current Invoice	JTD Invoices	Budget	JTD Budget % Billed	Estimated % Complete	Budget Unbilled
Project Number: 220724.1 CANYON DISCHARGE PERMITTING WO #1						
Phase Number: 01 DEQ Prep / Submittal Review Schedule *1*						
Total for 01		42,613	41,000	103.9%		-1,613
Phase Number: 02 Discharge Permitting Data Collection						
Total for 02	7,148.27	34,922	189,000	18.5%		154,078
Phase Number: 03 Additional Services						
Total for 03	3,084.10	16,199				-16,199
Total for 220724.1	10,232.37	93,734	230,000	40.8%		136,266



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GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 C/O KNAUB & COMPANY
 PO BOX 161030
 BIG SKY, MT 59716

June 06, 2023
 Project No: 220724.2
 Invoice No: 68999

Project 220724.2 GALLATIN CANYON SEWER ENGINEERING WO #2

Email invoices with 220 report to gallatincanyonwsd@gmail.com and knaubco@3rivers.net

Invoice Notes: Project management including sub-consultant contracting and scheduling, driller and geotechnical coordination, landowner coordination, and project schedule updates. Survey prep work in advance of field data collection. Begin 30% design including evaluating connection alternatives for Lazy J, Buck's T-4, and Ramshorn.

Professional Services from May 01, 2023 to May 31, 2023

Professional Personnel

	Hours	Rate	Amount
Senior Project Engineer	61.50	187.00	11,500.50
Project Engineer 1	10.70	152.00	1,626.40
Scientist 2	3.50	137.00	479.50
Senior Land Surveyor	9.70	193.00	1,872.10
Survey Crew Chief	38.50	143.00	5,505.50
CADD Technician	16.80	101.00	1,696.80
Project Assistant 1	4.00	107.00	428.00
Totals	144.70		23,108.80
Total Labor			23,108.80

Unit Billing

Technology Fee-AutoCAD	75.60
Total Units	75.60

Total this Invoice \$23,184.40

Project Manager Abby Indreland

220 JTD Billed by Task Project Summary

Tuesday, June 6, 2023

1:19:30 PM

WGM Group Inc

For the period 5/1/2023 - 5/31/2023

	Current Invoice	JTD Invoices	Budget	JTD Budget % Billed	Estimated % Complete	Budget Unbilled
Project Number: 220724.2 CANYON SEWER ENG WO #2						
Phase Number: 01 PROJECT MANAGEMENT						
Total for 01	9,672.60	9,673	25,000	38.7%		15,327
Phase Number: 02 ENGINEERING DATA COLLECTION						
Total for 02	10,930.60	10,931	63,000	17.4%		52,069
Phase Number: 03 WETLAND AND WATER RESOURCE DELINEATION						
Total for 03	1,833.20	1,833	9,500	19.3%		7,667
Phase Number: 04 SURVEY SERVICES						
Total for 04			42,000			42,000
Phase Number: 05 ENGINEERING 30% DESIGN DEVELOPMENT						
Task Number: 5.1 DD Main Systems						
Total for 5.1	748.00	748	85,000	.9%		84,252
Task Number: 5.2 DD LS/FM Systems						
Total for 5.2			83,380			83,380
Total for 05	748.00	748	168,380	.4%		167,632
Phase Number: 06 AGENCY COORDINATION						
Total for 06			8,000			8,000
Total for 220724.2	23,184.40	23,184	315,880	7.3%		292,696

Knaub & Company, P.C.

Certified Public Accountants

PO Box 161030

Big Sky, MT 59716

Invoice

Date	Invoice #
7/1/2023	070123-41

Bill To
Gallatin Co.Canyon Water & Sewer District Scott Altman

Date	Item	Description	Terms		Client Number
			Due upon receipt		1376
			Qty	Rate	Amount
6/19/2023	300 Bookkeeping	Correspondence re: WGM Unpaid Invoices Payment Plan, BSRAD & ARPA Funding; BSRAD Funding Request; Bank Recs; Engagement Letter	1.4	95.00	133.00
6/20/2023	300 Bookkeeping	BSRAD Payment Request; Correspondence	0.3	95.00	28.50
6/22/2023	399 Other-Write-Up	Correspondence	0.2	95.00	19.00
6/28/2023	300 Bookkeeping	Update Resort Tax Request; Correspondence; Enter bills	0.6	95.00	57.00
7/1/2023	Overhead	Copies, Postage, Etc.		23.75	23.75

We now accept ACH payments! Email knaubco@3rivers.net to pay your bill online.

Thank you!			Total	\$261.25
			Payments/Credits	\$0.00
Phone #	Fax #	E-mail	Balance Due	\$261.25
(406) 995-6040	(406) 993-2772	knaubco@3rivers.net		

Knaub & Company, P.C.

Certified Public Accountants

PO Box 161030

Big Sky, MT 59716

Invoice

Date	Invoice #
8/1/2023	080123-43

Bill To
Gallatin Co.Canyon Water & Sewer District Scott Altman

Terms	Client Number
Due upon receipt	1376

Date	Item	Description	Qty	Rate	Amount
7/5/2023	300 Bookkeeping	A/P; Correspondence; Meet w/Scott	0.7	95.00	66.50
7/21/2023	300 Bookkeeping	Reports, Correspondence	0.4	95.00	38.00
8/1/2023	Overhead	Copies, Postage, Etc.		10.45	10.45

We now accept ACH payments! Email knaubco@3rivers.net to pay your bill online.

Thank you!

Total \$114.95

Payments/Credits \$0.00

Balance Due \$114.95

Phone #	Fax #	E-mail
(406) 995-6040	(406) 993-2772	knaubco@3rivers.net



INVOICE

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GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 C/O KNAUB & COMPANY
 PO BOX 161030
 BIG SKY, MT 59716

August 10, 2023
 Project No: 220724.2
 Invoice No: 69705

Project 220724.2 GALLATIN CANYON SEWER ENGINEERING WO #2

Email invoices with 220 report to gallatincanyonwsd@gmail.com and knaubco@3rivers.net

Invoice Notes: Project management including sub-consultant contracting and scheduling, driller and geotechnical coordination, landowner coordination, and project schedule updates. Providing office and field work for survey and water resource data collection. Continued 30% engineering design of gravity collection and discharge main systems and connection alternatives for existing public and private systems.

Professional Services from July 01, 2023 to July 31, 2023

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	79.40	187.00	14,847.80	
Project Engineer 1	3.20	152.00	486.40	
Staff Engineer 2	3.40	136.00	462.40	
Environmental Field Tech	9.30	113.00	1,050.90	
Senior Environmental Engineer	1.60	187.00	299.20	
Scientist 2	7.90	137.00	1,082.30	
Senior Land Surveyor	.60	193.00	115.80	
Survey Crew Chief	73.00	143.00	10,439.00	
CADD Technician	28.80	101.00	2,908.80	
Project Assistant 1	2.50	107.00	267.50	
Totals	209.70		31,960.10	
Total Labor				31,960.10

Consultants

ADVANCED ENGINEERING AND ENVIRONMENTAL S			12,168.50	
Total Consultants	1.1 times		12,168.50	13,385.35

Reimbursable Expenses

Per Diem			553.00	
Supplies			33.98	
Lodging			851.41	
MISC VENDORS			555.65	
Total Reimbursables			1,994.04	1,994.04

Unit Billing

Mileage			72.05	
Mileage			30.00	
Mileage			687.10	
Technology Fee-AutoCAD			66.15	
Technology Fee-AutoCAD			49.95	
Trimble GPS R1 Day			75.00	

Project	220724.2	CANYON SEWER ENG WO #2	Invoice	69705
	Survey Equip.-GNSS Base & Rover		1,620.00	
	Total Units		2,600.25	2,600.25
			Total this Invoice	\$49,939.74
Outstanding Invoices				
	Number	Date	Balance	
	68999	6/6/2023	23,184.40	
	69244	6/27/2023	7,699.60	
	Total		30,884.00	
			TOTAL NOW DUE	\$80,823.74

Project Manager Shane Strong



Mr. Mace Mangold
 WGM Group Consulting Services
 1111 E Broadway
 Missoula, MT 59802

June 27, 2023
 Project No: P13277-2023-002
 Invoice No: 88044

Project Manager Kelsey Wagner
 Project P13277-2023-002 WGM Gallatin Canyon Sewer and Disposal

Professional Services for the period: May 13, 2023 to June 16, 2023

Phase 030 Preliminary Engineering

Professional Services

	Hours	Rate	Amount	
Buecker, Scott	2.00	254.00	508.00	
Carpenter, Roxann	.25	112.00	28.00	
Franks, Rachel	.75	160.00	120.00	
Frieling, Zachary	1.00	162.00	162.00	
Sykes, Jordan	12.50	162.00	2,025.00	
Wagner, Kelsey	38.25	190.00	7,267.50	
Totals	54.75		10,110.50	
Professional Services Total				10,110.50

Contract Maximum	Current Billing Against Maximum	Previous Billings Against Maximum	Total Billings To Date	
Total Billings	10,110.50	0.00	10,110.50	
Total			54,238.00	
Remaining			44,127.50	
			Phase Total	\$10,110.50

Phase 120 Financial Services

Contract Maximum	Current Billing Against Maximum	Previous Billings Against Maximum	Total Billings To Date	
Total Billings	0.00	0.00	0.00	
Total			15,640.00	
Remaining			15,640.00	
			Phase Total	0.00

Phase 130 Communication Services

Please make checks payable to: Advanced Engineering and Environmental Services, LLC • 4050 Garden View Dr, Ste 200, Grand Forks, ND 58201

We accept most major credit cards for payment: a 3.5% convenience fee will be added to all credit card transactions.
 To pay by credit card please call 701-746-8087.



Contract Maximum	Current Billing Against Maximum	Previous Billings Against Maximum	Total Billings To Date	
Total Billings	0.00	0.00	0.00	
Total			5,922.00	
Remaining			5,922.00	
			Phase Total	0.00
			Project Invoice Total	\$10,110.50

Please make checks payable to: Advanced Engineering and Environmental Services, LLC • 4050 Garden View Dr, Ste 200, Grand Forks, ND 58201

We accept most major credit cards for payment: a 3.5% convenience fee will be added to all credit card transactions.
To pay by credit card please call 701-746-8087.



Mr. Mace Mangold
 WGM Group Consulting Services
 1111 E Broadway
 Missoula, MT 59802

July 24, 2023
 Project No: P13277-2023-002
 Invoice No: 88706

Project Manager Kelsey Wagner
 Project P13277-2023-002 WGM Gallatin Canyon Sewer and Disposal

Professional Services for the period: June 17, 2023 to July 14, 2023

Phase 030 Preliminary Engineering

Professional Services

	Hours	Rate	Amount	
Buecker, Scott	4.50	254.00	1,143.00	
Sykes, Jordan	1.25	162.00	202.50	
Wagner, Kelsey	3.75	190.00	712.50	
Totals	9.50		2,058.00	
Professional Services Total				2,058.00

Contract Maximum	Current Billing Against Maximum	Previous Billings Against Maximum	Total Billings To Date	
Total Billings	2,058.00	10,110.50	12,168.50	
Total			54,238.00	
Remaining			42,069.50	
			Phase Total	\$2,058.00

Phase 120 Financial Services

Contract Maximum	Current Billing Against Maximum	Previous Billings Against Maximum	Total Billings To Date	
Total Billings	0.00	0.00	0.00	
Total			15,640.00	
Remaining			15,640.00	
			Phase Total	0.00

Phase 130 Communication Services

Please make checks payable to: Advanced Engineering and Environmental Services, LLC • 4050 Garden View Dr, Ste 200, Grand Forks, ND 58201

We accept most major credit cards for payment; a 3.5% convenience fee will be added to all credit card transactions.
 To pay by credit card please call 701-746-8087.



Contract Maximum	Current Billing Against Maximum	Previous Billings Against Maximum	Total Billings To Date	
Total Billings	0.00	0.00	0.00	
Total			5,922.00	
Remaining			5,922.00	
			Phase Total	0.00
			Project Invoice Total	\$2,058.00

Outstanding Invoices

Number	Date	Balance
88044	6/27/2023	10,110.50
Total		10,110.50

Please make checks payable to: Advanced Engineering and Environmental Services, LLC • 4050 Garden View Dr, Ste 200, Grand Forks, ND 58201

We accept most major credit cards for payment: a 3.5% convenience fee will be added to all credit card transactions.
To pay by credit card please call 701-746-8087.

220 JTD Billed by Task Project Summary

Thursday, August 10, 2023
9:58:45 AM

WGM Group Inc

For the period 7/1/2023 - 7/31/2023

	Current Invoice	JTD Invoices	Budget	JTD Budget % Billed	Estimated % Complete	Budget Unbilled
Project Number: 220724.2 CANYON SEWER ENG WO #2						
Phase Number: 01 Project Management						
Total for 01	2,643.45	14,028	25,000	56.1%		10,972
Phase Number: 02 Data Collection						
Total for 02	2,872.32	15,486	63,000	24.6%		47,514
Phase Number: 03 Wetland & Water Resource Delineation						
Total for 03	2,238.20	4,071	9,500	42.9%		5,429
Phase Number: 04 Survey						
Total for 04	17,595.97	18,102	42,000	43.1%		23,898
Phase Number: 05 30% Design Development						
Task Number: 5.1 Gravity & Discharge Mains						
Total for 5.1	10,936.95	15,484	85,000	18.2%		69,516
Task Number: 5.2 Lift Station & Force Main						
Total for 5.2	13,385.35	13,385	83,380	16.1%		69,995
Total for 05	24,322.30	28,869	168,380	17.1%		139,511
Phase Number: 06 Agency Coordination						
Total for 06	267.50	268	8,000	3.3%		7,733
Total for 220724.2	49,939.74	80,824	315,880	25.6%		235,056



INVOICE

PLEASE REMIT TO:
 1111 East Broadway, Missoula, MT 59802
 Phone: 406-728-4611

GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 PO BOX 16095
 BIG SKY, MT 59716

August 09, 2023
 Project No: 220724.3
 Invoice No: 69701

Project 220724.3 CANYON DISTRICT SEWER ENGINEERING WO #3

Email invoices with 220 report to gallatincanyonwsd@gmail.com and knaubco@3rivers.net

Invoice Notes: Baseline EA preparation kick-off for DEQ. Start of new disposal feasibility alternatives and review of treatment wetland concepts. Effluent specific conductivity dilution screening analysis.

Professional Services from July 01, 2023 to July 31, 2023

Professional Personnel

	Hours	Rate	Amount	
Project Engineer 1	27.00	152.00	4,104.00	
Staff Engineer 2	6.50	136.00	884.00	
Scientist 2	10.30	137.00	1,411.10	
Project Coordinator 2	.50	123.00	61.50	
Totals	44.30		6,460.60	
Total Labor				6,460.60
		Total this Invoice		\$6,460.60

Project Manager Abby Indreland

220 JTD Billed by Task Project Summary

Thursday, August 10, 2023

10:08:14 AM

WGM Group Inc

For the period 7/1/2023 - 7/31/2023

	Current Invoice	JTD Invoices	Budget	JTD Budget % Billed	Estimated % Complete	Budget Unbilled
Project Number: 220724.3 CANYON DISTRICT SEWER ENGINEERING WO #3						
Phase Number: 01 Project Management						
Total for 01	1,341.70	1,342	9,000	14.9%		7,658
Phase Number: 02 Disposal Feasibility						
Total for 02	3,836.00	3,836	64,000	6.0%		60,164
Phase Number: 03 Baseline Environmental Assessment						
Total for 03	1,282.90	1,283	24,500	5.2%		23,217
Total for 220724.3	6,460.60	6,461	97,500	6.6%		91,039



INVOICE

PLEASE REMIT TO:
 1111 East Broadway, Missoula, MT 59802
 Phone: 406-728-4611

GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 C/O KNAUB & COMPANY
 PO BOX 161030
 BIG SKY, MT 59716

August 11, 2023
 Project No: 200323.4
 Invoice No: 69731

Project 200323.4 CANYON DISTRICT ADMINISTRATION & OUTREACH

Email invoices with 220 report to Scott Altman at gallatincanyonwsd@gmail.com and Jessica Martin-Trulen at knaubco@3rivers.net

Invoice Notes: Board meeting facilitation including board packet, agenda prep and posting, meeting attendance, and taking minutes. District coordination items including RFQ posting, insurance quotes, petitions to annex, BSRAD correspondence, and landowner correspondence.

Professional Services from July 01, 2023 to July 31, 2023

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	12.70	187.00	2,374.90	
Project Engineer 1	.80	152.00	121.60	
Staff Engineer 2	35.60	136.00	4,841.60	
Seasonal Intern	1.00	80.00	80.00	
Project Assistant 1	3.00	107.00	321.00	
Totals	53.10		7,739.10	
Total Labor				7,739.10
		Total this Invoice		\$7,739.10

Project Manager Mace Mangold

220 JTD Billed by Task Project Summary

Friday, August 11, 2023
10:38:39 AM

WGM Group Inc

For the period 7/1/2023 - 7/31/2023

	Current Invoice	JTD Invoices	Budget	JTD Budget % Billed	Estimated % Complete	Budget Unbilled
Project Number: 200323.4 CANYON DISTRICT ADMIN & OUTREACH						
Phase Number: 01 DISTRICT ADMINISTRATION						
Total for 01	7,659.10	78,370	15,000	522.5%		-63,370
Phase Number: 02 DISTRICT OUTREACH & COMMUNICATIONS						
Total for 02	80.00	17,268	15,000	115.1%		-2,268
Total for 200323.4	7,739.10	95,638	30,000	318.8%		-65,638



WGM GROUP
Community Values. Inspired Futures.

INVOICE

PLEASE REMIT TO:
1111 East Broadway, Missoula, MT 59802
Phone: 406-728-4611

GALLATIN CANYON COUNTY WATER & SEWER
DISTRICT
C/O KNAUB & COMPANY
PO BOX 161030
BIG SKY, MT 59716

August 11, 2023
Project No: 200323.3
Invoice No: 69730

Project 200323.3 CANYON DISTRICT ARPA GRANT ADMINISTRATION

Email invoices to Scott Altman at gallatincanyonwsd@gmail.com and Jessica Martin-Trulen at knaubco@3rivers.net

Invoice Notes: State and County ARPA grant administration

Professional Services from July 01, 2023 to July 31, 2023

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	1.00	187.00	187.00	
Staff Engineer 2	4.30	136.00	584.80	
Project Coordinator 2	3.80	123.00	467.40	
Project Assistant 1	3.00	107.00	321.00	
Totals	12.10		1,560.20	
Total Labor				1,560.20
		Total this Invoice		\$1,560.20

Project Manager Mace Mangold



August 28, 2023

Gallatin Canyon County Water & Sewer District

ATTN: Scott Altman, District Board President
PO Box 16095
Big Sky, MT 59716

Re: Grant & Funding Administration Scope of Services

Dear Scott:

WGM Group, Inc. (WGM) is pleased to provide this scope of services proposal to provide grant & funding administration for several awarded state and county grants for Gallatin Canyon County Water and Sewer District (District) improvements. Awarded grants and funds include:

- American Rescue Plan Act (ARPA) Competitive grant administered by Montana Department of Natural Resources and Conservation (DNRC)
- ARPA Local Fiscal Recovery grant administered by Gallatin County
- ARPA Minimum Allocation grant administered by Gallatin County
- Montana Coal Endowment Program (MCEP) administered by Montana Department of Commerce
- Renewable Resource Grant and Loan (RRGL) grant administered by DNRC
- Annual District operations funds administered by Big Sky Resort Area District (BSRAD)
- Canyon Sewer Project Interlocal Agreement funds administered by BSRAD

The below budget reflects grant administration services for fiscal year 2024 (July 1, 2023 – June 30, 2024) to align with BSRAD reporting and reimbursement schedule. The scope of services includes individual “phases” organized to facilitate reimbursement from each respective funding agency.

SCOPE OF SERVICES

Phase 01: ARPA Competitive Grant Administration \$10,000

WGM will follow Montana DNRC requirements for funding reimbursement and reporting specific the District’s ARPA grant award. The following items are included:

- Assist with maintaining accounting system of procedures and practices that conform to DNRC requirements
- Prepare & submit quarterly progress reports (due by the 7th of the month following the end of each quarter)
 - Note project activities, costs incurred, fund remaining, and anticipated activities during next quarterly period
 - Note any anticipated changes in scope, schedule, or budget
 - Provide photos, news articles, or other project progress documentation
- Prepare & submit draw request (reimbursement) packages (assumes bi-monthly requests)
 - Assist the District accountant with tracking vendor invoices and payments
 - Prepare Vendor Invoice forms
 - Separate invoice amounts between each grant/funding source
 - Update the Uniform Budget and Status of Funds Tracker with each draw request
 - Prepare progress reports

- Coordinate signatures by authorized representative for each submitted document
- Correspond with District personnel and engineering team
- Correspond with DNRC and Gallatin County personnel, including coordination of monitoring visit(s)
- Maintain complete records to ensure proper use of funds and prepare for possible audit(s)
- QA/QC

Deliverables: Progress reports, draw request packages, Uniform Budget and Status of Funds Tracker, vendor invoices

Phase 02: Gallatin County Grant Administration **\$10,000**

WGM will follow Gallatin County requirements for funding reimbursement and reporting similar to those listed in Phase 01 associated with each of the following county grant awards:

- Canyon Sewer Project Phase 1.1 Local Fiscal Recovery ARPA grant
- Canyon Sewer Project Phase 1.1 Minimum Allocation ARPA grant
- Canyon Sewer Project Phase 1.2 grant (Ramshorn connection funds)
- Canyon Water PER grant

Deliverables: Progress reports, draw request packages, Uniform Budget and Status of Funds Tracker, vendor invoices

Phase 03: BSRAD Funding Administration **\$10,000**

WGM will maintain record keeping and actively correspondence with BSRAD personnel associated with the District's Annual Operations Interlocal Agreement and the Joint Feasibility Interlocal Agreement. Services include coordination with Knaub & Company to maintain District financial records, coordination with BSRAD representatives, presentation(s) to BSRAD board, and miscellaneous grant and funding coordination not covered under the other phases in this scope of work.

Deliverables: Progress reports, draw request packages, vendor invoices, invoice tracking

Phase 04: MCEP and RRGL Grant Administration **\$2,000**

MCEP and RRGL funding is anticipated to be utilized primarily during the Canyon Sewer construction phase (Phase 1.2). Scope is limited to general communications and reporting necessary to maintain funding allocation for future use.

Phase 05: General Financial Support **\$10,000**

This phase includes financial coordination with the District's accountant and general services for grants grant opportunities and funding procurement beyond those included in the above phases.

ADDITIONAL SERVICES

Services not specifically described in the tasks above are not included in this scope of work.

FEE ESTIMATE

Our fees will be billed on a time and materials basis with an estimated cost of **\$42,000** without a supplemental agreement. Fees are valid through August 2024 and may need to be adjusted if the project extends beyond this date.

AGREEMENT

WGM will provide the services described above in accordance with generally accepted standards of professional care.

Invoices will be prepared monthly based on actual time worked by personnel assigned to the project plus direct expenses using our standard rates, which are subject to change annually. Gallatin Canyon County Water & Sewer District (Client) agrees to pay invoices in full within 60 days of the invoice date or contact us if our services are not satisfactory. Interest at the rate of 0.833% per month (10% per annum) will be added to unpaid invoices after 60 days and WGM may, without liability, terminate service. Payments will be credited first to interest and then to principal.

WGM and Client agree that the project scope of services may change due to unforeseen circumstances or at the Client's direction. WGM will keep Client apprised of anticipated project cost changes and prepare updated estimates for Client approval as requested. WGM reserves the right to terminate this contract after a seven-day notice if Client insists upon a course of action with which WGM has a fundamental disagreement or if performance of services is rendered unreasonably difficult due to actions of the Client. Client may terminate or suspend services after a five-day notice and WGM will be paid for all work satisfactorily performed through the date of termination or suspension.

WGM looks forward to continuing to provide grant administration for the District. If the terms of this agreement are acceptable, please sign this letter in the space provided below and return a copy to us.

Sincerely,
WGM Group, Inc.



Mace Mangold, LEED AP, PE
Senior Project Engineer

Client: Gallatin Canyon County Water & Sewer District



(sign)

Scott Altman

(printed name)

Oct 18, 2023

(date)

Chairman

(title)