



PUBLIC MEETING MINUTES

Wednesday October 11th, 2023, 9:00 am

This meeting will be held via zoom only

<https://us06web.zoom.us/j/83575291287?pwd=zXKIWTRpANcVEAGrTrfUSRgpsqMkhd.1>

(see next page for call in details)

I. Regular Board Meeting Public Forum

A. Call to Order/start recording

The meeting was called to order at 9:02 and recording was started. Altman, Schumacher, and Olsen were present, making quorum.

B. Revise August Meeting Minutes- *Action*

Meeting minutes were reviewed by board members before the meeting. They had no comments.

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

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

None

II. New Business

A. Board member updates and correspondence – *Discuss*

A letter of DEQ stating their support for the project and a preliminary feasibility finding was received recently (see attached). This is in response to several agency-GCCWSD coordination calls and review of preliminary engineering documentation that has been provided. This helps clarify permitting feasibility to help unlock the BSRAD funds. This letter doesn't clarify feasibility at a specific GPD capacity – current engineering efforts will provide additional information.

The BSRAD “feasibility” requirements were reviewed and discussed again (see attached). Current engineering efforts are working on clarifying the tasks outlined in the interim funding contract. The funding package component will likely start being finalized in January.

B. Annexation and Outreach Committee updates – *Discuss*

There was a meeting held last month to help coordinate in-person discussions about the annexation petitions. The next step is likely sending a mailing out to all properties in the potential areas. This can be coordinated in the next subcommittee meeting.

An outreach event before the holidays should be discussed as well.

a. Annexation Petitions Review and Potential Approval – *Action*

Several annexation petitions have been submitted. Because the petitions have language about an option to leave the district, legal counsel will be needed to help direct the board how to accept these petitions and annex the corresponding properties into the District. Review and approval of annexation petitions has been postponed until the next meeting.

Olsen wanted to clarify that annexation does not guarantee service. Service agreements will be finalized later.

C. Board Member Appointments and Resignation – Discuss

After the submitted petitions are approved, there will be enough qualified electors in the District to cause the board of directors to need to grow from 3 to 5 members. The potential process for this was discussed.

Clarifications are needed if the new board members are appointed versus voted in at the May election.

D. BSCWSD-BSRAD-GCCWSD “joint project subcommittee” Updates – Discuss

The last scheduled meeting had to be canceled. A new meeting was penciled in with the members present for the 19th.

E. BSCWSD ARPA Funds Request - Discuss, maybe Action

BSCWSD has been working on design of the portion of the sewer project in highway 64, assuming they could use the \$12M BSRAD funds. With the feasibility determination caveat, BSCWSD is now asking if they can use some of the GCCWSD ARPA funds to cover current bills. GCCWSD has sufficient funding to cover this, with the anticipation that the \$12 M BSRAD will be made available after feasibility is met. See the letter attached.

Steve Johnson clarified how important the economic feasibility finding of this project is.

There was discussion whether if it should be “share” or “borrow” ARPA funds. The one BSCWSD board member present is open to discussing this – this can be included on joint subcommittee meetings and then go back to both boards.

Altman moved to approve the BSCWSD letter’s request. Olsen seconded. There was no further discussion. The motion passed unanimously.

F. Canyon Sewer Project Updates – Discuss

WGM Group: Design is at 20-30%. A collection design layout was presented briefly. Several discharge sites have been evaluated. With this preliminary analysis, reuse of Ramshorn’s drainfields looks to be the most cost effective (\$/gallon disposal capacity). Landowner coordination is ongoing. Geotechnical studies, locating private utilities, and pump tests for discharge permitting are being planned.

AE2S: They are getting close to 30% design for the main lift stations and the pipes through highway 64. It is still unclear if one or two lift stations up to BSCWSD will be needed. A potential challenge is MDT’s desire to reserve shoulder space along the corridor. It is not yet known which side they want extra space on.

a. Canyon Sewer Project Funding Package Scope – Action

A draft scope and budget for further rate and funding studies by AE2S was presented (see attached). It aligns with the BSRAD economic feasibility finding task and cost estimate. It also includes facilitation of some public meetings.

Olsen moved to approve the Ongoing Financial, Impact Fee, and Rate Support scope, as presented. Schumacher seconded the motion. There was no further discussion. The motion passed unanimously.

b. Canyon Treatment Plant Option Review - Discuss

The board requested this review at the last meeting. It will be good to keep in mind just in case something makes the project as planned (sending sewage up to the BSCWSD treatment plant) infeasible. The Canyon WWRF alternative evaluated in the Preliminary Engineering Report (PER) was overviewed. See the PER for more details.

The project selected was cheaper and had \$12M committed of BSRAD funds. This is also logistically/operationally simpler and gives the benefit of helping the West Fork Watershed's nutrient issues.

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

The invoices recommended for payment by ARPA were briefly reviewed. The board had already been provided with these documents. As done previously, a variance from the “reimbursement only” requirement is needed – a corresponding request is included in the draft draw request. The total was \$77,560.62.

Altman moved to authorize himself to sign the variance request, the draw request, and to make the associated invoice payments. Olsen Seconded. There was no further discussion. The motion passed unanimously.

The invoices recommended for payment by BSRAD and from the District's cash on hand were briefly reviewed.

Olsen moved to authorize Scott and Jessica to submit a BSRAD draw request for the invoices recommended for payment by BSRAD and to pay the associated invoices as well as the invoices recommended for payment from the District's cash on hand. Schumacher Seconded the motion. There was no further discussion. The motion passed unanimously.

a. Double-Payment Refund to BSRAD – Action

There was an error that led to a double payment of two invoices (both ARPA and BSRAD gave the District funds to pay for these invoices). The two invoices total over \$6000.

Olsen moved to refund BSRAD for the double payment. Altman Seconded. There was no further discussion. The motion passed unanimously.

b. ARPA Quarterly Reports – Action

State quarterly reporting is complete. The county reports need approval. As no county ARPA funds have been spent yet, these reports are quite simple. They were briefly reviewed.

Altman moved to approve the county ARPA quarterly reports for both Water PER and the Sewer Project, as presented. Olsen seconded. There was no more discussion. The motion passed unanimously.

(the Water PER part of the motion was added after the original motion was made, with consent of all the board members).

III. Old Business

A. Water PER Engineering Scope and Budget – Discuss

WGM Group was the only one to submit an SOQ (statement of qualifications) in response to the RFQ. WGM explained briefly an overview of their approach to the PER. WGM and AE2S (who will be sub consulting) will coordinate to develop a scope and budget for this to be presented at future meetings.

Altman asked for fire protection to be a big part of this and mentioned that the local fire service is doing some planning.

B. Annual Fiscal Report to Local Government Services FY 23 – *Discuss, maybe Action*

Scott and Jessica will meet to coordinate and finalize this report, to be presented at the next meeting.

C. Fiscal Year 2024 budget update – *Discuss, maybe Action*

Scott and Jessica will meet to coordinate and finalize this, to be presented at the next meeting.

D. Bylaw update – *Discuss, maybe Action*

Tabled until later.

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

Tabled until later.

F. Board Member COI Disclosure (Schumacher) – *Discuss*

Tabled until later.

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

None.

V. Next Meeting Planning

A. Date & Draft Agenda – *Discuss*

The next board meeting was penciled in for Wednesday, November 22nd at 10:30, zoom only.

VI. Adjourn

At 9:57,

Olsen moved to adjourn. Altman seconded. No discussion. The motion passed unanimously.

The recording was stopped.

Minutes Drafted by: Michelle Pond, WGM Group

Minutes Approved: 11/22/2023

Signed: Scott Altman, Board President



GCCWSD MEETING ATTENDANCE SHEET

9 AM; 10/11/23; 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
12	Chad Wilson			X
13	Rena Schumacher	GCCWSD Board		X
14	Stuart Goldberg			X
15	Guy Alsentzer	Upper Missouri Waterkeeper		X



PUBLIC MEETING AGENDA

Wednesday October 11th, 2023, 9:00 am

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(see next page for call in details)

- I. Regular Board Meeting Public Forum**
 - A. Call to Order/start recording
 - B. Revise August 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*
 - a. Annexation Petitions Review and Potential Approval – *Action*
 - C. Board Member Appointments and Resignation – *Discuss*
 - D. BSCWSD-BSRAD-GCCWSD “joint project subcommittee” Updates – *Discuss*
 - E. BSCWSD ARPA Funds Request - *Discuss, maybe Action*
 - F. Canyon Sewer Project Updates – *Discuss*
 - a. Canyon Sewer Project Funding Package Scope - *Action*
 - b. Canyon Treatment Plant Option Review - *Discuss*
 - G. BSRAD and ARPA Draw Requests and Invoice Payments – *Action*
 - a. Double-Payment Refund to BSRAD - *Action*
 - b. ARPA Quarterly Reports - *Action*

- III. Old Business**
 - A. Water PER Engineering Scope and Budget – *Discuss*
 - B. Annual Fiscal Report to Local Government Services FY 23 – *Discuss, maybe Action*
 - C. Fiscal Year 2024 budget update – *Discuss, maybe Action*
 - D. Bylaw update – *Discuss, maybe Action*
 - E. District Legal Counsel Letters of Engagement (Matt Williams) – *Discuss, maybe Action*
 - F. Board Member COI Disclosure (Schumacher) – *Discuss*

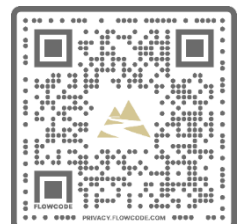
- IV. Any Other Business Which May Properly Come Before the Board – *Discuss***

- V. Next Meeting Planning**
 - A. Date & Draft Agenda – *Discuss*

- VI. Adjourn**

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

Meeting Agendas



Join Zoom Meeting

<https://us06web.zoom.us/j/83575291287?pwd=zXKIWTRpANcVEAGrTrfUSRgpsqMkhd.1>

Meeting ID: 835 7529 1287

Passcode: 258071

One tap mobile

+16694449171,,83575291287#,,,,*258071# US

+16699006833,,83575291287#,,,,*258071# US (San Jose)

Dial by your location

- +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)
- +1 346 248 7799 US (Houston)
 - +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
 - +1 386 347 5053 US
 - +1 507 473 4847 US

Meeting ID: 835 7529 1287

Passcode: 258071



September 11, 2023

Scott Altman, President
Gallatin Canyon County Water & Sewer District
c/o Jessica Trulen
PO Box 161030
Big Sky, MT 59716

RE: Discharge Feasibility Report for Gallatin Canyon County Water & Sewer District.

Dear Mr. Altman:

Thank you for providing the Discharge Feasibility Report and ongoing fieldwork summaries on data collection for a planned application to the Montana Ground Water Pollution Control System (MGWPCS). DEQ appreciates the frequent communication regarding your efforts on behalf of the Canyon district. As we discussed during our call on July 14, 2023, DEQ's decision to authorize a discharge of reclaimed water depends on a review of a complete permit application and supporting documents. However, based on the preliminary hydrogeological and engineering information compiled and presented, at this date DEQ has not identified any insurmountable issues that would preclude such an authorization.

DEQ appreciates the District's investment in data collection, and anticipates reviewing a robust application package.

Sincerely,

Eric Sivers

Eric Sivers
Water Quality Division Policy Analyst

cc: Mace Mangold, WGM Group

**JOINT REQUEST OF
Big Sky County Water and Sewer District No. 363, Montana and
Gallatin Canyon County Water and Sewer District, Montana for
Award of Resort Tax Revenues for
Joint Feasibility Assessment of the Canyon Water and Sewer Project**

THIS JOINT REQUEST is made this 31st day of March, 2023, by the Big Sky County Water and Sewer District No. 363, Montana (“BSWSD”) and the Gallatin Canyon County Water and Sewer District (“GCWSD”) to the Big Sky Resort Area District (“District”) for an award of resort tax revenues **not to exceed \$400,000** to be used to determine the overall feasibility of the construction of the Canyon Sewer Project (as defined below) to be allocated by the District to BSWSD and GCWSD as set forth below (“Joint Request”).

The parties believe a determination of feasibility of the overall Canyon Sewer Project by the Boards for both the BSWSD and GCWSD is critical before any BSRAD funds previously allocated to either District’s portion of the Project are expended. This Joint Request is made because neither portion may proceed to construction if the other portion is deemed infeasible.

For purposes of this Joint Request, the Canyon Sewer Project is described as containing two parts:

Part 1 is the construction of two lift stations, the first near the intersection of U.S. Route 191 and Highway 64 and a second approximately half the distance between the intersection and BSWSD’s water resource recovery facility (the “WRRF”), a wastewater forcemain up the Highway 64 corridor to the WRRF, and a pipeline conveying treated effluent back to the Canyon Area (collectively, the “Highway 64 Project”). If constructed, the Highway 64 Project assets will be owned by BSWSD. Consistent with the directive of the voters on May 5, 2020, the District has previously allocated up to \$12,000,000 from the Infrastructure Resort Tax collections for the Highway 191 Project (the “District Highway 64 Contribution.”)

Part 2 is the construction of up to five miles of sewer collection main along the Highway 191 corridor and the immediately adjacent developments which will convey wastewater to the interconnection with the Highway 64 Project and re-convey treated effluent from the interconnection with the Highway 64 Project to a disposal and reuse main and the associated groundwater discharge infrastructure to be constructed along the Highway 191 corridor (collectively, the “Highway 191 Project”). If constructed the Highway 191 Project assets will be owned by GCWSD.

Collectively, the Highway 64 Project and the Highway 191 Project are defined in this Joint Request as the “Canyon Sewer Project.” While the Canyon Sewer Project is described as consisting of two parts, the parties agree the two parts are not separable; in other words, neither the Highway 64 Project nor the Highway 191 Project will proceed if the other is not also deemed feasible. Further, each the Highway 64 Project and the Highway 191 Project may proceed simultaneously or on parallel or overlapping tracts or timetables if/when both are determined to be feasible.

While some work related to the feasibility of the Canyon Sewer Project has been completed, more work is required, and neither BSWSD nor GCWSD has the funding necessary to retain the professional services needed to complete the final feasibility assessment needed for the Boards of each BSWSD and GCWSD to advance the project using the previously allocated \$12,000,000 based on the current terms specified in the interlocal agreement.

The feasibility work that has been completed is:

Work Description	Requested By:	Professional That Completed Work	Date Completed
Canyon Sewer Feasibility Study	Gallatin River Task Force	WGM/AE2S	May 2020
Canyon Sewer Preliminary Engineering Report	BSWSD	WGM/AE2S	July 2021
Canyon Septic Inventory & Collection Prioritization Study	Gallatin River Task Force, GCWSD	WGM	September 2022

The feasibility work that still needs to be completed is:

Work Still Needed	Work Requested By BSWSD or GCWSD	Date Work To Be Completed
Preliminary Non-Degradation & Human Health Assessment Report	GCWSD	June 2023
2023 Groundwater Data Collection	GCWSD	October 2023
Groundwater Discharge Capacity Projection and Phasing Plan (discharge feasibility)	GCWSD	November 2023
DEQ data/studies review and correspondence (regulatory feasibility)	GCWSD	January 2024
Right-of-way and Lift Station Easement Agreement(s) (access feasibility)	BCWSD	January 2024
Connection Fee & Rate Study (economic feasibility)	GCWSD	January 2024
Preliminary Funding Package (economic feasibility)	GCWSD/BCWSD	January 2024

Treatment / Disposal Service Agreement	GCWSD/BCWSD	January 2024

Once all of the feasibility work is completed, the BSWSD Board and the GCWSD Board must both make a determination that their respective portions of the Canyon Sewer Project are feasible, before any portion of the Canyon Sewer Project may move forward. The feasibility determination shall be made by each Board not later than 45 days following receipt of the last work to be completed.

[Request on Following Page]

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BSWSD and GCWSD therefore make this out-of-cycle request for an award of resort tax revenues in the amount described in the below table, for the described feasibility work, and allocated to the party noted below:

Work Required	Professional Engaged	Estimated Amount for Work	Award Allocated to BSWSD or GCWSD
Preliminary Non-Degradation & Human Health Assessment Report (discharge feasibility)	WGM	\$50,000	GCWSD
2023 Groundwater Data Collection (discharge feasibility)	WGM	\$100,000	GCWSD
Groundwater Discharge Capacity Projection and Phasing Plan (discharge feasibility)	WGM	\$30,000	GCWSD
DEQ data/studies review and correspondence (regulatory feasibility)	WGM	\$20,000	GCWSD
Right-of-way and Lift Station Easement Agreement(s) (access feasibility)	AE2S	\$50,000	BSWSD
Connection Fee & Rate Study (economic feasibility)	AE2S	\$50,000	GCWSD
Treatment / Disposal Service Agreement	WGM/AE2S	\$20,000	BSWSD/GCWSD
Preliminary Funding Package (economic feasibility)	WGM/AE2S	\$60,000	BSWSD/GCWSD

BIG SKY COUNTY WATER AND SEWER DISTRICT NO. 363:



Name: Brian Wheeler
Title: Board President

GALLATIN COUNTY WATER AND SEWER DISTRICT



Name: Scott Altman
Title: Board President



BIG SKY COUNTY WATER & SEWER DISTRICT

PO Box 160670

561 Little Coyote Road

Big Sky, MT 59716

T 406.995.2660 • F 406.995.3053

OFFICE@WSD363.COM • WWW.WSD363.COM

September 26, 2023

Mr. Scott Altman, President
Gallatin Canyon County Water & Sewer District

VIA EMAIL ONLY
Scott@bigsky.com

RE: Canyon Study Costs and Use of ARPA Funds

Dear Scott,

The Big Sky County Water and Sewer District (No. 363) has advertised, awarded, and contracted for preliminary engineering services and geotechnical services for the Canyon Area Lift Station(s), Forcemain and Reuse Return Pipeline project. We originally anticipated that the Big Sky Resort Area District (BSRAD) would reimburse us for the cost of these services. We have learned that BSRAD would like to preserve their \$12M commitment to the District identified in the Interlocal Agreement for construction of the infrastructure, and not utilize these funds for planning and engineering. The reason given is that their interpretation of the Interlocal Agreement is that it only releases the \$12M for expenditure if the project is deemed "feasible".

Therefore, we are writing to you to officially request that the Gallatin Canyon County Water and Sewer District share a portion of the American Rescue Plan Act (ARPA) funding you have received for the project, so that we may continue to move forward with preliminary engineering, survey, and geotechnical work on our end of it.

The preliminary engineering fee excluding geotechnical services is approximately \$319,100 and \$129,200 is planned to be invoiced to date (\$64,103 invoiced by Engineer and \$64,900 invoiced for Consultants). I have attached 3 invoices that total \$213,756.03 from our engineers that were submitted to BSRAD which have not been paid.

Please call our office at 406-995-2660 if you have any questions, or if you need more information.

Respectfully submitted,

BIG SKY COUNTY WATER & SEWER DISTRICT

Ron Edwards
General Manager

Encs.

CC: Mace Mangold, WGM Group via email
Scott Buecker, AE2S Engineering via email
Johnny O'Connor, WSD363

Mmangold@wgmggroup.com
Scott.Buecker@AE2S.com
Johnny@wsd363.com

								CASH ON HAND	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 BSRAD.			MCEP - PHASE 1.2	RRGL - PHASE 1.2
									State ARPA	County ARPA - Combined for Submittals		FY24 Budget (7/1/23-6/30/24)	Feasibility* (communal w/BSWSD)	Interlocal		
								Remaining Balance	Competitive	Min Allocation	LFR					
								\$ 57,434.81	\$ 1,704,796.20		\$207,520 Cost between 3/3/21 & 12/31/24	\$ 179,535.76	\$ 355,566.43		\$750,000 Start-up by 9/30/24	\$125,000 Start-up by ??
Invoice Date	Vendor	Invoice Number	Amount	Purpose (Project/ Non-Project)	General Invoice Description	Project #	Notes	\$ 95,603.56	\$2M	\$542,480		\$200,000	\$380K Spend before the \$12M	\$12M		
9/12/2023	WGM Group	69920	\$ 7,428.10	project	admin & outreach	200323.4						x				
9/12/2023	WGM Group	69919	\$ 2,859.40	project	Grant admin	200323.3						x				
9/11/2023	WGM Group	69907	\$ 14,201.20	project	220724.3 WO#3	220724.3							X			
9/11/2023	WGM Group	69905	\$ 56,586.91	project	220724.2 WO#2	220724.2			x							
9/11/2023	WGM Group	69906	\$ 20,973.71	project	220724.1 WO#1	220724.1			X							
9/1/2023	Knaub & Co.	090123-35	\$ 501.60	non-project	August bookkeeping	accounting						x				
6/14/2022	WGM Group	66051	\$ 20,294.68	project	MCEP & RRGL grant apps, District admin	200323.2	Recommend using cash on hand to pay									
5/10/2022	WGM Group	65624	\$ 17,874.07	project	MCEP & RRGL grant apps, District admin	200323.2	Recommend using cash on hand to pay									
8/11/2023	WGM Group	69731	\$ 7,739.10	project	District admin & outreach	220323.4						9/12/2023				
8/11/2023	WGM Group	69730	\$ 1,560.20	project	Grant admin	220323.3						9/12/2023				
8/10/2023	WGM Group	69705	\$ 49,939.74	project	WO#2: geotech coord, landowner coord, schedule, survey, 30% design work	220724.2				9/8/2023						
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							9/12/2023			
8/9/2023	WGM Group	69701	\$ 6,460.60	project	WO#3: EA prep, disposal alternatives, treatment wetland concepts, effluent analysis	220724.3				9/8/2023						
8/1/2023	Knaub & Co.	080123-43	\$ 114.95	non-project	July bookkeeping	accounting						9/12/2023				
7/1/2023	Knaub & Co.	070123-41	\$ 261.25	non-project	June bookkeeping	accounting						9/12/2023				
6/6/2023	WGM Group	68999	\$ 23,184.40	project	WO#2: geotech coord, landowner coord, schedule, survey prep, begin 30% design	220724.2				9/8/2023						

STATE OF MONTANA VENDOR INVOICE	<ul style="list-style-type: none"> • VENDOR RETURNS SIGNED ORIGINAL • FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.
VENDOR'S NAME AND ADDRESS	BILLED TO
	DNRC-CARDD PO Box 201601 Helena, MT 59620-1601

QUANTITY	DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED	AMOUNT
	Grant Agreement # _____ Period of Performance: _____	
GRAND TOTAL		

STATE USE ONLY APPROVED FOR PAYMENT		<i>I certify that this invoice is correct in all respects and that payment has not been received</i>	
		Vendor's Name	
		Date Processed	
Authorized Signature		Vendor's Signature	
Date		Title	

STATE OF MONTANA VENDOR INVOICE	<ul style="list-style-type: none"> • VENDOR RETURNS SIGNED ORIGINAL • FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.
VENDOR'S NAME AND ADDRESS	BILLED TO
	DNRC-CARDD PO Box 201601 Helena, MT 59620-1601

QUANTITY	DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED	AMOUNT
	Grant Agreement # _____ Period of Performance: _____	
GRAND TOTAL		

STATE USE ONLY APPROVED FOR PAYMENT		<i>I certify that this invoice is correct in all respects and that payment has not been received</i>	
		Vendor's Name	
		Date Processed	
Authorized Signature		Vendor's Signature	
Date		Title	

DNRC ARPA WATER & SEWER INFRASTRUCTURE GRANT PROGRAM
 QUARTERLY PROGRESS REPORT

GENERAL PROJECT INFORMATION

Subrecipient	Gallatin Canyon County Water Sewer District
Project Title	Sewer Project Phase 1.1
Grant Agreement Number(s)	AC-22-0021, AM-22-0082
Reporting Period <i>Identify the beginning and end of the reporting period. Example: January 1, 2022 – March 30, 2022.</i>	July 1, 2023 – September 30, 2023
Project Contact: Full Name	Caitlin Frisbie
Project Contact: Email	cfrisbie@wgmggroup.com
Project Contact: Phone Number	(406) 728-4611

What type of report is this? (choose one)

Quarterly Progress Report *with* a reimbursement request

Quarterly Progress Report *without* a reimbursement request

Final Report (Grant Closeout) – please note final reports must meet the requirements in [Section 8. Reports and Attachment C](#) of the DNRC Grant Agreement including signed Final Report, Certificate of Compliance, AND signed Statement of Completion.

PROJECT SCHEDULE

Project Type (choose one)	(X)
Planning/Administrative (no construction)	X
Construction (may include planning and administration)	
Overall Project Status (choose one)	(X)
Not Started	
Less than 50% completed	X
50% completed or more	
Completed	

Please attach an updated [Project Schedule Form](#)

OR

Enter the PROJECTED or ACTUAL dates of each milestone below:	
Project Start Date:	03/2021
Engineering Completion Date:	04/2024
Construction Bid Date: (required)	04/2024
Construction Start Date: (required)	N/A
Initiation of Operations Date: (required)	N/A
Project Completion Date:	04/2024

BUDGET INFORMATION

Please attach an updated Uniform Budget Tracking spreadsheet that shows current and previous expenditures on the grant(s).

OR

Complete the following table:

	Competitive Grant <small>(Write N/A if not a part of this project)</small>	Minimum Allocation Grant <small>(Write N/A if not a part of this project)</small>
Previous Period Expenditure Total on Grant(s):	See attached Uniform Budget Tracking spreadsheet	
Current Period Expenditure Total on Grant(s):		
Cumulative Expenditure on Grant(s):		
Balance Remaining on Grant(s):		

PROJECT ACTIVITY

Activity Summary/Project Status Description]

List project tasks outlined in the grant agreement. Summarize activities that occurred under each task, including tasks with no activity DURING THE REPORTING PERIOD. Provide an overview of progress on the overall project. Indicate tasks completed.

Tasks outlined in the grant agreement include: project startup, environmental permitting, design, impact fee, rate study, total funding package development and contractor procurement for the central sewer system project, and residual funds to secure initial treatment capacity from the BSCWSD.

WGM Group, Inc. (WGM) worked on 30 percent engineering design for the collection system and several potential discharge and effluent reuse options. Additionally, surveying, groundwater monitoring, effluent quality evaluation, preliminary rate study, and Montana Department of Environmental Quality (DEQ) coordination were conducted.

Problems or Concerns

Discuss any problems or concerns that have arisen (Example: problems with the schedule, subcontractors, or budget items).

The GCCWSD is currently working to address a cashflow issue. While the Phase 1.1 Canyon Sewer Project is fully funded, the District does not have the cash on hand to make upcoming initial payments prior to reimbursement. Therefore, we anticipate submitting relief request letters with this and future draw requests.

Next Quarter's Activities

Outline anticipated activities that will take place in the next quarter.

This quarter, WGM will continue collection and discharge system design and the next phases of discharge permitting efforts. The GCCWSD also plans to review and approve several petitions to annex into the District.

Amendment Request

Please identify any requests for Contract Amendments (if needed) here. Contact DNRC for approval and to complete a contract amendment before making purchases or agreements on goods or services other than those specifically identified in the grant agreement. Expenses incurred that are not allowed under the grant agreement will not be paid unless the grantee obtains prior approval and an amendment is completed. Check the termination date of the contract and request more time if it will be needed. A justification must be included with your request.

None

Additional Attachments

Attach pictures, articles, maps, or any other document related to this quarter that you would like to include in the report.

Deliverables

Attach any reports or deliverables that were completed during this period.



October 13, 2023

Coleen O'Rourke, ARPA Grant Specialist
Montana Department of Natural Resources & Conservation
Via: EMAIL

Re: Gallatin Canyon Water & Sewer District Relief Request for Grants AC-22-0021 and AM-22-0082

Dear Coleen,

The Gallatin Canyon County Water & Sewer District (District) is seeking relief in the amount of \$77,560.62 from ARPA grant AC-22-0021 and AM-22-0082 in Section 7, which states that the Subrecipient agrees to submit documentation of payment for grant expenses it has incurred to receive reimbursement from DNRC.

The District does not have cash reserves because the sewer system is not yet functional and therefore, user fees cannot be collected. In addition, BRSAD, the local contribution funder, operates on a reimbursement only basis as well. In addition to lack of cash reserves, the District is ineligible for InterCAP loans at this point.

A draw request accompanies this letter. Those expenses shown without warrant numbers have not been paid to date.

We understand and will comply with the requirement to pay the invoices within seven days of receipt of the funds from DNRC and will provide documentation of that payment within 10 days of receipt of funds from DNRC.

Thank you for your consideration of the prompt release of funds.

Sincerely,
Gallatin Canyon County Water & Sewer District

Scott Altman
GCCWSD President

Exhibit B
SLFRF Progress and Expenditure Report

Name of Sub-Recipient: Gallatin Canyon County Water Sewer District
Report Date: 10/10/2023

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, WGM Group, Inc. (WGM) worked on 30 percent engineering design for the collection system and several potential discharge and effluent reuse options. Additionally, surveying, groundwater monitoring, effluent quality evaluation, preliminary rate study, and Montana Department of Environmental Quality (DEQ) coordination were conducted.

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

July 1 -September 30, 2023

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: Scott Altman

Signature Certifying Submission: _____

Contact # and Email: gallatincanyonwsd@gmail.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: 10/10/2023

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 received one response to the RFQ (from WGM Group). The project is anticipated to be contracted and begin in the next quarter.

Gallatin County Grants Department
U.S. Treasury ARPA Grant

Contractor: Gallatin Canyon County Water Sewer District

Contract #: 2023-2023598

July 1 - September 30, 2023

Expense Budget Category	Current Month	YTD	Total Budget Amount	Budget Balance	% of Budget Used
Professional Services		\$ -	\$ 2,500.00	\$ 2,500.00	0%
Eliminatory 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: Scott Altman, GCCWSD Board President

Signature Certifying Submission: _____

Contact # and Email: gallatincanyonwsd@gmail.com

Other Expenses must have receipts to back up expenses.

Department Use Only

Amount Approved _____

Date Approved _____

Approved By: _____