



PUBLIC MEETING MINUTES

Wednesday, February 22nd, 2023, 10:30 am

This meeting will be held via zoom only

Join Zoom Meeting:

<https://us06web.zoom.us/j/83039843336?pwd=dXQ1MFZ5RTZWU3FEVUtnWHcvdTA0UT09>

(see next page for call in details)

I. Regular Board Meeting Public Forum

A. Call to Order/start recording

Altman called the meeting to order at 10:32am.

All board members were in attendance.

Meeting recording was started.

B. Revise January Meeting Minutes- *Action*

Olsen moved to approve the January 23rd Minutes. Schumacher 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*

a. District payments update

The last few months, the District has been trying to figure out how to get cash flow to make payments, since both BSRAD and ARPA are reimbursement only. There is an option to request exemption from the ARPA “reimbursement-only” requirement. Preliminary conversations indicate that this would be approved. This would help with cash flow through Phase 1.1 of the project.

Invoices eligible for reimbursement were discussed (see attached budget callouts).

Altman has met with BSRAD to try and get leniency on the “reimbursement-only” requirement.

b. Resort Tax funds release

BSRAD has \$12 million set aside for the canyon sewer project in an interlocal agreement with BSCWSD. It was previously understood that the GCCWSD had access to the that \$12M. Now they are realizing that it was earmarked for BSCWSD’s component of the project only. The interlocal agreement was made before the GCCWSD existed, so was not initially included. Meetings are scheduled to try to clarify that. To be able to pay, some additional GCCWSD funds from BSRAD will be needed. This could be new money or, more likely, just allowing access to use the part of the \$12M. Altman and BSRAD meeting to discuss tomorrow. Additional coordination with BSRAD and BSCWSD will be required.

B. ARPA request for relief from “reimbursement-only” requirement – Action

Olsen motioned to allow Scott to sign and submit the reimbursement waiver request and reimbursement for discussed expenses. Schumacher seconded. No Discussion. The motion passed unanimously.

The discussed expenses for immediate reimbursement total \$90,000.

The reimbursement waiver will likely not be needed for these payments, just future ones.

C. Annexation and Outreach Committee updates – Discuss

The draft petition was reviewed at the last meeting and is up for approval. There will be another outreach and annexation meeting in two weeks. A draft narrative should be drafted to accompany the petition before that meeting and then make a plan on how to spread the petition, encouraging annexation.

The petition does not commit any service.

D. Draft Petition for Annexation – Action

Olsen moved to approve this petition to annex into the District for use. Schumacher seconded. No further discussion. The motion passed unanimously.

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

This subcommittee has not met since the last meeting.

Olsen asked if anything should be added to the subcommittee agenda. Altman suggested further coordination around the interlocal agreement. Roughly quarterly meetings should be sufficient.

F. WGM Group Updates – Discuss

About 6 months ago, MCEP and RRGL grant applications were submitted. Recently, these have been going through legislative review. Altman and WGM Group provided some comments. The subcommittee has recommended funding all MCEP and RRGL projects – this now awaits approval from the full legislative committee and the Governor.

This is \$875,000 pending approval.

G. WGM Group Scope and Budget for the Canyon Sewer Project – Action

WGM Group was selected from the RFQ process. As requested, they have prepared a scope and budget. Per conversations with Altman, it was prepared as a Master Services Agreement for Professional services that will use a work order bases for incremental scopes. Altman will check with the District’s legal counsel to see that this is ok. WGM group will coordinate with ARPA administrators to verify that it meets all their requirements.

WGM group explained the contract (see attached).

Work order number one prioritizes kicking off the discharge permitting effort.

Olsen asked for clarifications about when/how these can be paid. Olsen asked if it is ok to wait one month to approve so the Board will better understand the funding release. WGM Group is

comfortable with approval now or next month. ARPA reimbursements are expected to take about 2 to 4 weeks. The waiver from reimbursement requirements is also expected to take about 2 weeks.

Field work needs to start relatively soon, but waiting one more month should be fine. The board decided to wait one month so the funding availability is better understood. This action is tabled until the next meeting.

In the meantime, legal and ARPA will be consulted.

III. Old Business

A. Bylaw update –*Discuss, maybe Action*

Altman and WGM Group will continue to coordinate with legal counsel.

B. Board member elections – *Discuss*

Once the District expands, the District will need to grow to a 5 member board. The county elections office recommended the board ask their legal counsel for advice on how to grow from 3 to 5 members.

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

Altman has still not received a letter, but expects it soon, as they plan to meet to discuss several items.

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

This will be pushed to the next board meeting.

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

None.

V. Next Meeting Planning

A. Date & Draft Agenda – *Discuss*

The next meeting is scheduled for March 29th, 10:30, remote only.

Items to include on the agenda are District Legal Counsel Letter of Engagement, Schumacher's COI Disclosure, the WGM Group Scope and Budget, and likely funding reimbursements.

VI. Adjourn

Olsen moved to adjourn at 11.12. Altman seconded. No discussion. The motion passed unanimously.

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

Minutes Drafted by: Michelle Pond, WGM Group

Minutes Approved: 3/29/2023

Signed: Scott Alman, Board President



GCCWSD MEETING ATTENDANCE SHEET

10:30 AM; 2/22/23; 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	Jack Buban			X
6	Rena Schumacher	GCCWSD Board	renaeschumacher@gmail.com	X
7	Steve Johnson	BSRAD		X
8	John Romney	Lazy J Utility President		X
9	Myles	Lazy J		X
10	Meggie Olson	GLWQD		X
11	Shane Strong	WGM Group		X
12	Scott Hammond			X
13	406 570 5184			X



PUBLIC MEETING AGENDA

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

II. New Business

- A. Board updates and correspondence – *Discuss*
 - a. District payments update
 - b. Resort Tax funds release
- B. ARPA request for relief from “reimbursement-only” requirement - *Action*
- C. Annexation and Outreach Committee updates – *Discuss*
- D. Draft Petition for Annexation – *Action*
- E. BSCWSD-BSRAD-GCCWSD “joint project subcommittee” Updates – *Discuss*
- F. WGM Group Updates – *Discuss*
- G. WGM Group Scope and Budget for the Canyon Sewer Project – *Action*

III. Old Business

- A. Bylaw update –*Discuss, maybe Action*
- B. Board member elections - *Discuss*
- 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*

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- 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/83039843336?pwd=dXQ1MFZ5RTZWU3FEVUtnWHcvdT00UT09>

Meeting ID: 830 3984 3336

Passcode: 179245

One tap mobile

+16699006833,,83039843336#,,,,*179245# US (San Jose)

+17193594580,,83039843336#,,,,*179245# 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

+1 305 224 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

+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)

Meeting ID: 830 3984 3336

Passcode: 179245

Find your local number: <https://us06web.zoom.us/j/kboavw0Fn>

ARPA Letter of Relief

ARPA Reimbursement Plan

ARPA Budget Updates

BSRAD Budget Coordination



Date

Shawna Swanz, 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 Shawna,

We are seeking relief from ARPA grant AC-22-0021 and AM-22-0082 in Section 7, which states that the Subrecipient agrees to submit documentation of grant expenses it has incurred to receive reimbursement from DNRC.

We are eager to provide payment for grant-related expenses but are unable to pay the invoices/expenses related to the project for the most recent draw request. The Gallatin Canyon County Water & Sewer District (GCCWSD) does not have reserves for expenditures as large as those that are required. BRSAD, the local contribution funder, operates through reimbursement only and the GCCWSD is ineligible for InterCAP loans at this point. A draw request with invoices accompanies this letter to indicate which invoices are associated with this draw. 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 7 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

cc:

\$29,450 Reimbursement (SOW#2)

Proposed ARPA Reimbursements & Budget Table Adjustments

UPDATES HIGHLIGHTED
(pending review of past invoices)

Gallatin Canyon Sewer Project
RRGL Application

Phase 1.1 - Planning (Fully Funded)					
ADMINISTRATION and FINANCE COSTS:	SOURCE:	SOURCE:	SOURCE:	SOURCE:	SOURCE:
	ARPA - Competitive Grant	ARPA -Gallatin County Minimum Allocation Grant (round 1)	ARPA - Gallatin County Local Fiscal Recovery Funds	Local Contribution (GCCWSD BSRAD)	Local Contribution (BSCWSD BSRAD)
Professional & Legal Costs	\$ 60,000.00	\$ 15,000.00		\$ 100,000.00	
Audit Fees	\$ 20,000.00	\$ 5,000.00			
TOTAL ADMINISTRATIVE/FINANCIAL COSTS	\$ 80,000.00	\$ 20,000.00	\$ -	\$ 100,000.00	\$ -
ACTIVITY COSTS:					
Feasibility Study				\$ 175,000.00	\$ -
District Planning & Outreach	\$ 100,000.00			\$ 125,000.00	
Preliminary Engineering & Design					\$ 50,000.00
Discharge Permitting	\$ 350,000.00			\$ 200,000.00	
Final Engineering Design	\$ 800,000.00	\$ 342,480.00	\$ 207,520.00		\$ 1,450,000.00
Construction					
Treatment Capacity Purchase/Agreement	\$ 570,000.00	\$ 130,000.00		\$ 500,000.00	
Contingency	\$ 100,000.00	\$ 50,000.00			\$ 150,000.00
TOTAL ACTIVITY COSTS	\$ 1,920,000.00	\$ 522,480.00	\$ 207,520.00	\$ 1,000,000.00	\$ 1,650,000.00
TOTAL PROJECT COSTS	\$ 2,000,000.00	\$ 542,480.00	\$ 207,520.00	\$ 1,100,000.00	\$ 1,650,000.00
	\$ 2,000,000.00	\$ 542,480.00	\$ 207,520.00		\$ 2,750,000.00
	\$ -	\$ -	\$ -		\$ (1,100,000.00)
	340000				
	\$ (1,660,000.00)				

\$29,109 Reimbursement (SOW#1)

\$29,909.10 Reimbursement (BSCWSD Scope)

Interlocal Agreement Update

25% local government match
 preliminary engineering can count as grant
 match must be within 24 months of grant application date
 analysis of financial needs focuses on a community's projected water and sewer rates measured against the median household income
 Projected water and sewer rates are compared to "target rates" based on median household income
 must submit a finding strategy that will assure that projected user charges would at a minimum meet the target rate for the community for a public facility

Prepared January 2022.

Prepared by: WGM Group
Approved by District Board: 1/26/2022

2023 budget update needed prior to
March BSRAD Board meeting.



Description:

The Gallatin Canyon County Water and Sewer District (GCCWSD) has been granted \$222,000 of initial external funding from the Big Sky Area Resort Tax District 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. The budget below outlines expenses for Fiscal year 2022 which will be covered by a portion of that \$222,000.

Item Number	Annual Budget	Description
Operating Income		
1. NONE	\$0	No customers, no services provided, no income for first few years.
2. Total FY 2022 Operating Income	\$0	
Operating Expenses		
3. District Administration	\$15,000	County/stating, filings, Insurance, Website development, Board Meetings, Subscriptions, etc.
4. Outreach and Education	\$15,000	Project graphics, flyers, event attendance, presentation preparation, ect.
5. Project Funding	\$10,000	Grant writing, Project Finance Structure Planning, etc.
6. Accounting and Legal Services	\$10,000	As Needed
7. Engineering and Infrastructure Planning Services	\$40,000	Preliminary Design
8. Total FY 2022 Operating Expenses	\$90,000	
Other Income		
9. BSRAD Seed Funding for GCCWSD	\$222,000	External funding to be used for first 3 years
Net Incomes		
10. Net Operating Income	(\$90,000)	
11. Net Income	\$132,000	

Draft Petition for Annexation

**Before the Gallatin County Canyon
Water and Sewer District**

Petition for Annexation

Whereas, (insert name of landowner) (“Petitioner”) owns all that real property set out and described on Exhibit A hereto in Gallatin County, Montana; (the “Lands”);

Whereas, Petitioner wishes to incorporate the Lands within the boundaries of the Gallatin County Canyon Water and Sewer District (the “District”), and otherwise annex the Lands within the District;

Whereas, the District does not presently own or have access to wastewater treatment and/or disposal, or water diversion and distribution facilities for either the Lands or any property currently within its boundaries;

Whereas, the District continues to study and evaluate cost effective options for public wastewater and water supply systems;

Whereas, notwithstanding the current lack of water and wastewater facilities and service, Petitioner desires to incorporate the lands within the boundaries of the District;

(include where applicable) Whereas, Petitioner presently owns and uses a wastewater system and groundwater well on the Lands that are exercised to provide water and treatment in amounts that equal (insert) Equivalent Domestic Unit, as that term is used by the Department of Environmental Quality;

(include where applicable) Whereas, Petitioner does not intend to retire or otherwise eliminate the presently existing wastewater system and groundwater well used on the Lands solely as a result of annexing such lands within the District;

NOW THEREFORE, in accordance with the foregoing recitals, Petitioner requests that the District adopt a resolution annexing those lands set forth in Exhibit A hereto within the boundaries of the District.

Dated this _____ day of _____, 2023

Petitioner

By: _____

WGM Group Updates



To the Long-Range Planning Committee,

The Gallatin Canyon County Water and Sewer District (GCCWSD) is a new county utility district approved by the Gallatin County Commission in 2020. A Preliminary Engineering Report (PER) was completed in 2021 to facilitate public funding and advance district expansion and annexation efforts. Currently the GCCWSD has no infrastructure, no customers, and no regular income. The Big Sky Resort Area District (BSRAD) has committed to providing funds to advance the project and initial operations until the sewer is complete and producing revenue. BSRAD has also committed to covering a minimum of \$12M towards the overall project, with \$9.75M reserved for the Phase 1.2 project. This commitment solidifies the economic viability of the project and is a reflection of the community's recognition that providing central sewer is foundational to Big Sky's long-range planning goals. There are no plans to charge connection fees or user rates until Phase 1.2 is complete and the sewer is operational. Montana Coal Endowment Program (MCEP) and Renewable Resource Grant and Loan (RRGL) funding, if secured, would be used to reduce State Revolving Fund (SRF) loan requirements, translating to reduced monthly user rates. Phase 1.2 is expected to be completed in 2026.

The following information is provided to address the committee's questions from the January 18th Long-Range Planning Committee meeting.

Housing Equivalent Metric Summary - Expected wastewater loads (gallons per day) and Person Equivalent (PE), which have been used in preliminary design, have been converted to Household Equivalents (HE), as seen in the table below. The GCCWSD currently has five large land parcels in the district, plus 77 households in Ramshorn Subdivision that are included in the Phase 1.2 project. The GCCWSD secured \$200,000 in Gallatin County American Rescue Plan Act (ARPA) funds which will be set aside to offset Ramshorn connection costs, helping facilitate likely annexation of the subdivision in early 2023. The Phase 1.2 project HE is based on present-day wastewater is 177. A mix of new and existing residential and commercial properties will be served, including the Quarry Planned Unit Development consisting of 277 high density dwelling units and workforce housing on the Buck's T-4 parcel that are awaiting sewer. Total HE anticipated upon project completion is 480.

EXISTING AND PLANNED BUILDOUT PROJECTIONS	HOUSEHOLD EQUIVALENTS (HE)
Existing Wastewater - Phase 1.2 Limits (Current GCCWSD + Ramshorn)	177
Planned Wastewater (Current GCCWSD + Ramshorn + Quarry & Bucks T-4 Build-Out)	480
"Co-Solution" Benefits (Phase 1.2 Planned + Disposal for BSCWSD)	960
Expected Future Benefitted Properties (Requires additional phases)	1,800 – 2,600

The Phase 1.2 project includes disposal infrastructure that will benefit the Big Sky County Water and Sewer District (BSCWSD). That district has invested heavily in completing a \$50M treatment plant but lacks adequate disposal capacity to utilize the full upgraded capacity. The GCCWSD and BSCWSD are committed to implementing the "Co-Solution" project recommended in the PER that relies on Phase 1.2 project infrastructure to dispose a portion of BSCWSD treated effluent. The planning target is to have GCCWSD dispose twice the amount of effluent that it sends to the BSCWSD for treatment. Factoring in "co-solution" benefits increases the number of benefitted HE to 960.

Note: Phase 1.2 infrastructure is sized to accommodate the full projected build-out in the Canyon Area. The PER projected a 20-year build-out generating 305,000 gallons per day. Factoring in "co-solution" benefits, the Phase 1.2 project provides the base infrastructure for 1,800 to 2,600 household equivalents.

Cost per Home - At the completion of Phase 1.2 and commencement of Canyon sewer operations in 2026, a realistic best estimate of 480 household equivalents within the GCCWSD will be provided with full sewer services. This projection includes immediately planned build-out on existing GCCWSD properties (anticipated upon project completion in 2026 or 2027). Disposal of treated effluent will also be provided on behalf of the BSCWSD, which translates to an additional 480 HE of BSCWSD customers, bringing the conservative estimate of benefitted household equivalents to 960.

Utilizing the projected 960 household equivalents, the Phase 1.2 project cost per household equivalent is \$23,438 and the MCEP contribution per HE is of \$781. District members will pay rates, which are expected to be approximately \$91.25 per household equivalent per month. This is above the threshold of 150 percent of target rates required to be eligible for the full MCEP grant. Those planning to annex into GCCWSD are aware of the significant user cost.

Project urgency - New development plays a significant role in achieving affordability. GCCWSD currently has five land parcels totaling 234 acres. Immediate planned development on those parcels includes 277 condominium units (10 percent deed restricted affordable housing) and employee housing units accommodating approximately 200 to 400 people. Without the Canyon Sewer Project, these projects will move

forward with private, decentralized systems that will cost on the scale of \$5 million to \$10 million. Timely execution of the Canyon Sewer Project allows for that scale of private capital commitment via connection fees to be utilized for public infrastructure construction, significantly reducing connection costs and user rates for existing homeowners and businesses.

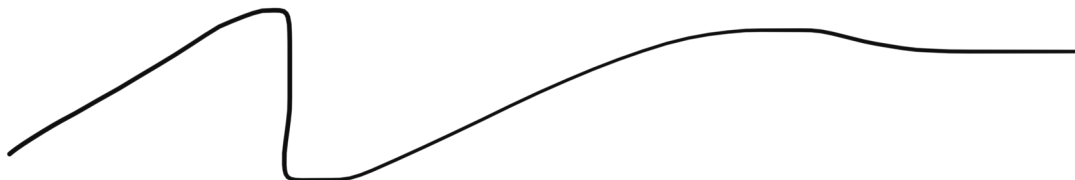
Economic Development - The availability of central sewer also increases the opportunity for significant economic development. The Phase 1.2 Project includes 1.5 miles of sewer collection main along Highway 191 commercial frontage. This frontage includes 62 parcels and 236 acres of land area zoned as a combination of “Commercial Community” and “Commercial & Industrial Mixed Use”. Outreach and annexation communications conducted over the last six months suggest a high rate of connection to the GCCWSD. Given the location and setting (highway frontage in the Big Sky / Yellowstone National Park corridor), the proposed infrastructure is anticipated to be a catalyst to notable re-development and infill on currently underutilized real estate.

Closing

We recognize that this project is not as far along as other projects requesting funding at this time, resulting in a lot of potential scenarios to track but the community has prioritized moving quickly on this project. The GCCWSD committed to applying for this round of funding in order to capitalize on the opportunity of immediate development demand and availability of private capital, which will otherwise be “sunk costs” into lower quality decentralized wastewater systems that do not address the broader community needs. Constructing a sewer in the Gallatin Canyon in a timely manner will allow for more comprehensive planning that sets the stage for affordable housing as well as improved public and environmental health.

Thank you for your consideration,

Scott Altman, GCCWSD Board President

A handwritten signature in black ink, consisting of a series of connected, fluid strokes. It starts with a diagonal line from the bottom left, rises to a peak, drops sharply to a low point, then rises again to a broad, rounded peak before ending in a horizontal line on the right.

<townofcascade@gmail.com>, townofdodson@itstriangle.com <townofdodson@itstriangle.com>, townofdrummond@blackfoot.net <townofdrummond@blackfoot.net>, townofdutton@tetonwireless.net <townofdutton@tetonwireless.net>, townofjudithgap@gmail.com <townofjudithgap@gmail.com>, townofsuperior@blackfoot.net <townofsuperior@blackfoot.net>, townoftb@3rivers.net <townoftb@3rivers.net>, Coleman, Autumn <Autumn.Coleman@mt.gov>, townsaco@nemont.net <townsaco@nemont.net>, victorsewerbilling@gmail.com <victorsewerbilling@gmail.com>, Hoeglund, Sonja <shoeglund@mt.gov>, Downing, Melissa <Melissa.Downing@mt.gov>, Kulczyk, Ann <akulczyk@mt.gov>, Robie Culver <rculver@seaeng.com>, Rebecca SQ <Rebecca.SQ@interstateeng.com>, Larson, David C <Dclarson@mt.gov>, Miller, Anna <annam@mt.gov>

Good Afternoon,

The legislative schedule has reached day 33 and were seeing a lot of progress towards funding projects in [House Bill 6](#). Thank you to all who provided testimony in support of our program and projects. I hope it is helpful to send updates on House Bill 6 as it moves through this process to receive funding. I am looking forward to seeing more support as we pursue this funding for these essential projects to benefit renewable resources.

Progress to date/future items:

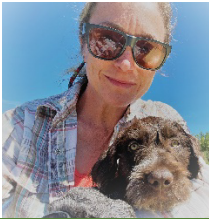
- [House Bill 6](#) has completed the hearings in the joint subcommittee on long-range planning and execute action was held yesterday. The bill has passed out of subcommittee and you can find amendments on the meeting materials page ([here](#)). All amendments have been approved and will be posted on the [bill page](#) soon. Funding has been added to include \$53 million to the St. Mary's Siphon Replacement project; \$100,000 to Anaconda-Deerlodge County for Water & Sewer Planning; and \$60,000 to Clinton Irrigation District for the Schoolhouse Lateral Pipeline Conversion Project. No changes have been made to reduce or remove project funding or add language to create a funding line.
- **All RRGL project grant applications submitted for funding consideration in House Bill 6 are currently recommended for funding as proposed (no changes to project funding).**
- House Bill 6 will be scheduled in House Appropriations committee.
- Other Bills in our subcommittee can also be found on the meeting materials page also. [House Bill 8](#) – Renewable Resource Loans has made its way through the subcommittee also and has one amendment.
- Updates to follow each step in the process.

This is all great news for our applicants and shows how your work to put these proposals before the legislature has been well received. As we track House Bill 6 we will could see fluctuations with amendments or funding. Once the hearings are complete, the bill will need to be approved by the Governor. The effective date once approved by the Governor will be determined and in the past has been 07/01/2023. No funding will be approved prior to this point and a contract with DNRC will need to be executed.

Please reach out to me If you have questions on your project funding, next steps, or on any items in House Bill 6.

Lindsay Volpe

RRGL Manager



PO BOX 201601 | 1539 11th Ave

Helena, MT 59620

406-444-9766 | 406-594-8936 (cell)

lmvolpe@mt.gov <http://dnrc.mt.gov/divisions/cadd>

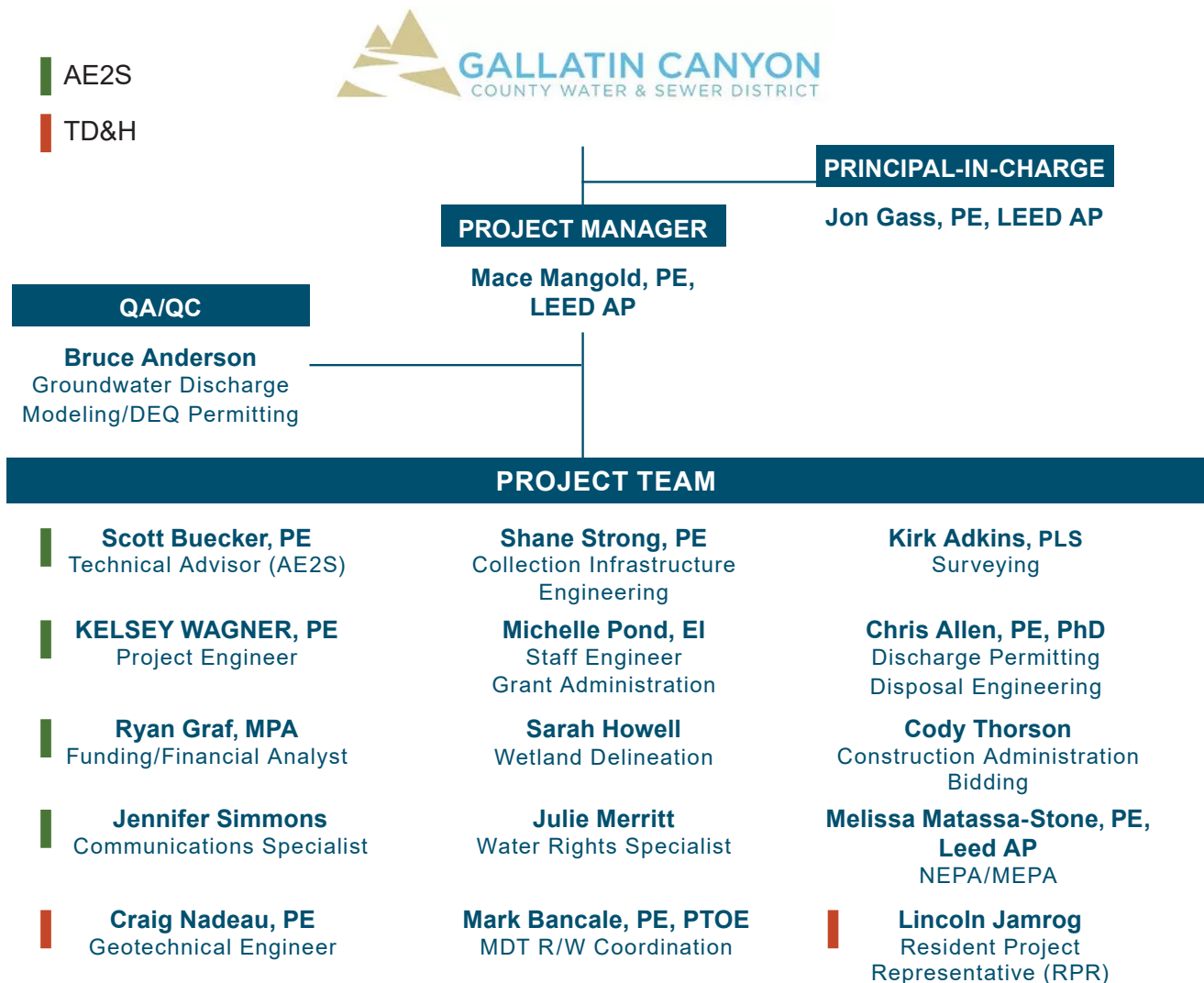


Discharge Permitting and
Engineering Contract

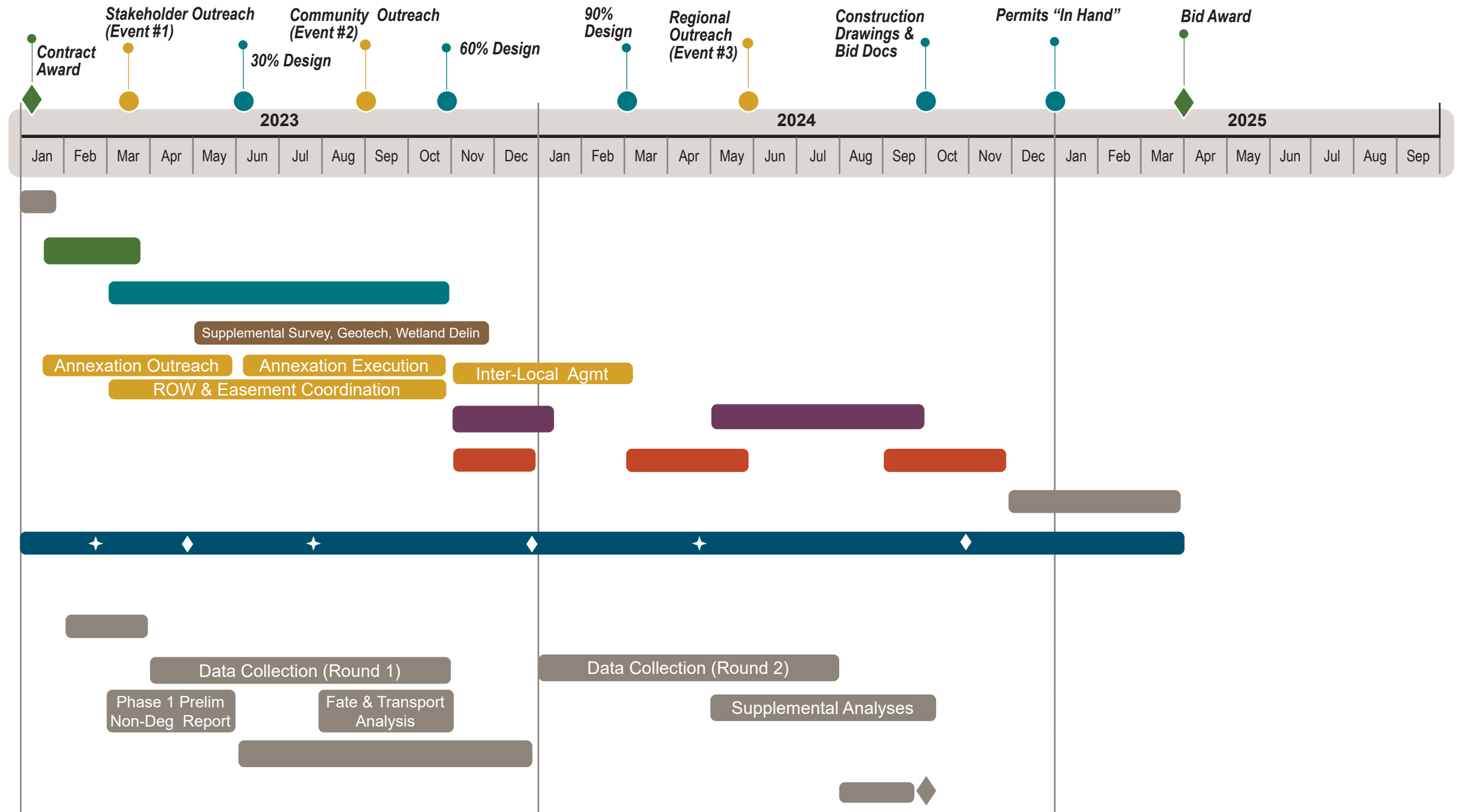
2 Key Personnel

Key personnel have been assigned to this project based on previous experience on the Canyon Sewer Project, technical expertise and availability to commit to this project. In addition to key personnel, WGM has professional support staff bringing experience in project and construction administration, drafting, surveying, planning and GIS. Technical advisors in engineering, permitting, and funding strategy development provide senior level expertise, bringing project support and oversight to provide the District the most cost-effective solution. Mace Mangold, will be the Project Manager and single point of contact for the extent of this project, bringing four years of consecutive experience and insider knowledge of the project challenges, and the innovation to mitigate them and meet the project goals. Resumes are included in the Appendix.

Projected Availability: Our Team is committed to providing the necessary resources to deliver this project. WGM staff members presently supporting the Canyon District will seamlessly transition to this final engineering and permitting scope. As a recent, yet veteran addition to WGM, Shane Strong has full-time availability to backstop Mace and lead the engineering design. The full bench of WGM resources and technical experts is available on demand. AE2S and TD&H provide both valuable expertise and supplemental resources to execute the full project scope, on schedule.



4 Timeline & Work Plan



Scope & Contract

- Scope Meeting
- Goals & Objectives
- Identify Stakeholders
- Final Work Plan
- Project Kick-Off Meeting

Design Coordination

- BSCWSD Design Team coordination
- Supporting studies review, key findings compilation
- Joint Subcommittee Coordination
- Critical Success Factors identification
- Preliminary Impact Fee & Rate Study review/coordination
- Utility and R/W research

Design Development

- Preliminary Funding Package
- ROW Occupancy Permit App
- Preliminary MEPA/NEPA Documentation
- Preliminary DEQ Non-degradation Report
- Preliminary Discharge Design Report
- 2023 Data Collection Report
- MGWPCS Discharge Application

Stakeholder Coordination

- Canyon Area residents and business
- Annexation & Outreach Committee coordination
- Joint Subcommittee meetings
- Gallatin River Task Force
- Big Sky Housing Trust
- BSRAD Board Updates
- Outreach Events
- Outreach materials
- Media relations
- Agencies (MDT, DEQ, Gallatin County, etc.)

Final Design

- 90% Design Package -Plans, Specifications, Design Reports
- DEQ Engineering coordination
- Contract Documents - Construction Drawings - Specs & Special Provisions - Construction Phasing - Traffic Control Plans
- Final Cost Estimate
- Final Funding Package
- MGWPC Discharge Application
- 2024 Data Collection Report
- Source Specific Mixing Zone (SSMZ) Report
- Final Discharge Design Report

Bidding, Award & Notice to Proceed

- Prepare Bid Documents
- Advertisement
- Pre-Bid Meeting
- Bid Opening
- Bid Tabulation
- Award Recommendation
- Bonds & Insurance
- Construction Contracts





MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES

This Master Services Agreement (“Agreement”) made this [] day of [], 20 [], by and between Gallatin Canyon County Water & Sewer District whose address is PO Box 161030, Big Sky, MT 59715 (“Client”) and WGM Group, Inc., a Montana corporation, whose address is 1111 East Broadway, Missoula, Montana 59802 (“Consultant”).

Recital

Client desires to obtain the services of an independent consultant to perform various professional consulting and other services as needs arise, and Consultant is desirous of providing such services.

Agreement

Now, therefore, in consideration of the mutual covenants herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Scope of Services.** Client agrees to engage Consultant to provide consulting and other services. Consultant shall provide a scope of services and budget for each new task as a separate Work Order to supplement this Agreement. A fully executed Work Order shall be incorporated as an exhibit to this agreement and by this reference is made a part of this Agreement.

2. **Term.** Separate Work Orders will define the term for this Agreement.

3. **Payment; Method.** Client shall pay Consultant at the rates shown in the attached Exhibit A, which are subject to change annually. Consultant shall submit a detailed monthly invoice to Client. Client agrees to pay invoices in full within 30 days of the invoice date, or contact Consultant if services are not satisfactory. Interest at the rate of 0.833% per month (10% per annum) will be added to unpaid invoices after 30 days and Consultant may, without liability, terminate service. Payments will be credited first to interest and then to principal.

4. **Independent Consultant.** In the performance of any services described herein, the parties understand and agree that Consultant is an independent consultant and no relation of the employer and employee, or principal and agent, does or will be deemed to exist between Client and Consultant.

5. **Compliance with Laws.** Consultant warrants and covenants that it is in the business of providing the types of services described above and that it has obtained and currently holds all valid licenses or permits necessary for the conduct of its business. Consultant shall comply with all applicable federal, state, and local laws, rules, or regulations.

6. **Indemnity.**

A. Consultant and its officers and employees agree, to the fullest extent permitted by law, to indemnify and hold Client harmless from any damage, liability, or cost (including reasonable attorneys’ fees and costs of defense) to the extent caused by Consultant’s negligent acts, errors, or omissions in the performance of professional services under this

Agreement and those of Consultant's sub-consultants or anyone for whom Consultant is legally liable.

B. Client and its officers and employees agree, to the fullest extent permitted by law, to indemnify and hold Consultant harmless from any damage, liability, or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Client's negligent acts, errors, or omissions and those of his or her engineers or consultants or anyone for whom Client is legally liable and arising from the project that is the subject of this Agreement. Consultant is not obligated to indemnify Client in any manner whatsoever for Client's own negligence.

7. Insurance.

A. Consultant shall obtain and maintain during the term of this Agreement, at Consultant's expense, policies of liability and workers compensation insurance. Minimum coverage requirements shall be as follows:

(1) A policy of Professional Liability Insurance to include minimum limits of \$1,000,000 per claim and \$2,000,000 aggregate.

(2) A policy of Commercial General Liability Insurance to include minimum limits of \$1,000,000 combined single limit Bodily Injury and Property Damage each occurrence.

(3) Comprehensive Automobile Liability insurance covering owned, non-owned, hired and other vehicles, with a combined single limit of \$1,000,000 for bodily injury, death and property damage per occurrence.

(4) Employer's Liability Insurance, for employee bodily injuries and death, with a minimum limit of \$500,000 each occurrence. In the event Consultant has no employees, Consultant shall not be required to carry Employer's Liability Insurance.

(5) Worker's Compensation Insurance, with statutory limits as are required by the Workers' Compensation Law in the State in which the work is being performed hereunder.

B. Consultant shall be responsible for payment of all deductibles from insured claims under its policies. The coverage afforded under any insurance policy obtained by Consultant pursuant to this Paragraph shall be primary coverage regardless of whether Client has similar coverage. Consultant shall not self-insure any of the insurance coverage required by this Agreement without the prior written consent of Client. The minimum limits required by this Agreement may be satisfied by a combination of primary and excess or umbrella insurance policies.

8. Assignment. Consultant shall not assign or subcontract this Agreement or any part thereof, or enter any contract with any person, firm, or corporation for performance of Consultant's obligations hereunder, or any part of such obligations, without the prior written consent of Client, which consent shall not be unreasonably withheld.

9. Attorney's Fees. If either party hereto is required to retain an attorney to bring suit or seek arbitration to enforce any provision of this Agreement, the substantially prevailing party shall be entitled to reasonable attorneys' fees and costs. In the event of a non-adjudicative

settlement of litigation between the parties or a resolution of a dispute by arbitration, the parties' respective responsibilities for reasonable attorneys' fees and costs shall be determined by that process.

10. **Entire Agreement.** All understandings and agreements previously existing between the parties, if any, are merged into this Agreement, which alone fully and completely expresses their agreement, and the same is entered into after full investigation, neither party relying upon any statement or representation made by the other not embodied herein. This Agreement may be modified only by a written amendment executed by all parties.

11. **Authority.** Each party represents and warrants to the other that each has the full right, power and authority to execute this Agreement and perform their respective obligations under this Agreement.

12. **Default.** If either party defaults (that is, fails to perform the acts required of it) in its contractual performance herein, the non-defaulting party shall be entitled to exercise all rights and remedies available to it at law or equity, including but not limited to specific performance pursuant to the terms of this Agreement, damages, or rescission.

13. **Termination.** Either party may terminate this Agreement for just cause at any time by written notice to the other party of not less than thirty (30) days. Any such notice shall be good if deposited in the United States mail at those addresses stated below.

14. **Notices.** All notices required or permitted hereunder shall be in writing, and shall be: (1) delivered in person or by courier where evidence of delivery is obtained; (2) sent by certified mail, postage prepaid, with return receipt requested; or (3) sent by email to:

Client: PO Box 161030
Big Sky, MT 59715
Attn: Scott Altman
gallatincanyonwsd@gmail.com

Consultant: 1111 East Broadway
Missoula, Montana 59802
Attn: Mace Mangold, PE
mmangold@wgmgroup.com

Such notice shall be effective (1) if given by email, when sent; (2) if given by mail, the earlier of actual receipt or three days after mailing; and (3) if given by any other means, when delivered. Any party may change its address or email for notices.

15. **Invalidity.** In the event any portion of this Agreement should be held to be invalid by any court of competent jurisdiction, such holding shall not affect the remaining provisions hereof unless the court's ruling includes a determination that the principal purpose and intent of this Agreement are thereby defeated.

16. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when executed, shall be deemed to be an original, and all of which together shall be deemed to be one and the same instrument.

17. **Captions.** The captions and headings of the paragraphs of this Agreement are for convenience and reference only and are not to be used to interpret or define the provisions hereof.

18. **Severability.** If any provision of this Agreement or the application thereof to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application thereof shall not be affected and shall be enforceable to the fullest extent permitted by law.

19. **Waivers.** Any waiver by either party of any provision hereof must be in writing.

20. **Governing Law.** This Agreement shall be construed in accordance with the laws, statutes, and regulations of the State of Montana.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

Client: Gallatin Canyon County Water and Sewer District

By: _____

Name: _____

Title: _____

Consultant: WGM Group, Inc.

By: _____

Name: _____

Title: _____



MASTER SERVICES AGREEMENT WORK ORDER #1

PROJECT TITLE: Canyon Sewer Engineering
CLIENT: Gallatin County Canyon Water and Sewer District
WGM GROUP PROJECT NUMBER: 220724

As stated in the Master Services Agreement (Agreement) for the above-referenced client dated _____, the Agreement may be amended by written amendment executed by both parties as defined in Work Orders incorporated into the Agreement. This document details the scope and fee associated with Work Order #1. By both parties signing below, this document becomes incorporated into the Agreement as an Exhibit and is subject to the terms and conditions of said Agreement.

WORK ORDER SCOPE OF SERVICES:

DEQ Preparation and Submittal Review Schedule **\$41,000**

This phase includes agency coordination to identify process outlines for subsequent phases of the project, including a preliminary analysis that will be utilized to coordinate a sampling analysis plan (SAP) with Montana Department of Environmental Quality (DEQ) prior to initiating field data collection.

Kick-off and execution strategy: Present findings from desk-top due diligence, sub-surface characterization, and preliminary non-degradation analysis to DEQ. Meet with DEQ permit writers and appropriate department heads to determine preliminary mass load estimates expected for future surface water and groundwater discharge permits, verify feasibility of discharge strategy identified in the PER, and confirm data collection and groundwater modeling needs to obtain groundwater discharge permit.

Preliminary Non-Degradation Analysis & Human Health Report: Compile existing well log and water level data to identify data gaps and potential wells for subsequent water level monitoring. Existing well log data will be used to evaluate subsurface variability in vicinity of the recharge sites and downgradient mixing zones. Present hydrogeologic conditions relevant to obtaining DEQ discharge permit approvals. Perform preliminary non-degradation analysis to inform discharge estimates and disposal site prioritization. Evaluate existing condition and proposed condition human health risks and associated permitting/planning variables. Compile findings in report format to facilitate DEQ coordination and development of the SAP.

Data and Engineering QA/QC: Prepare preliminary data collection and engineering quality assurance and quality control (QA/QC) to coordinate with DEQ staff in preparation for subsequent data collection and engineering project phases.

Deliverables: Preliminary Non-Degradation Analysis & Human Health Report, Preliminary Data and Engineering QA/QC Technical Memorandum, updated Discharge Permit Submittals / DEQ Review Schedule

Discharge Permitting Data Collection

\$189,000

This phase includes the planning and execution of fieldwork efforts for permitting data collection, with a breakdown into following tasks:

Sampling Analysis Plan (SAP): Formalize the specifics of the data collection efforts, identify and confirm locations and number of proposed piezometers and monitoring wells, and provide comprehensive sampling analyte lists to meet DEQ permit requirements and facilitate modeling efforts. Initiate landowner coordination to present planned data collection activities and confirm necessary infrastructure (e.g. piezometers, monitoring wells) and sampling activities (e.g. test pitting, sampling existing wells) are permissible. Submit SAP to DEQ for review and comment.

Groundwater & Surface Water Fieldwork and Data Collection: Water level data will be collected to develop localized potentiometric gradients and seasonal variability in vicinity of the recharge site and downgradient receiving waters. Surface water flow measurements will also be collected along select reaches of the Gallatin River. This data will also be used to support the calibration of the groundwater model used for fate-transport analyses. A broad data set will aid in addressing DEQ concerns regarding accurate subsurface characterization by allowing tighter model calibration to aid DEQ concerns of subsurface heterogeneity, which is expected to reduce the amount of borehole drilling required.

Groundwater Monitoring Network: Piezometers will be installed in locations where additional water level data is needed. Water quality data will also be collected to determine background nutrient concentrations as needed to support non-degradation analyses. The budget estimate assumes the following:

- Installation of shallow piezometers (installed via hand methods), monitoring wells, and staff gauges as necessary to facilitate surface water flow measurement along the Gallatin River.
- Continuous water level data collected at wells or piezometers for a duration of 12-months. Assumes continuous data from GLWQD and MBMG well monitoring is available and expected to continue.
- Manual water level measurements collected at wells or piezometers and surface water staff gages for a duration of 12-months. Budget assumes monthly measurements but potential for reduced frequency exists.
- Water samples (locations and number of samples to be determined) collected at quarterly intervals with a minimum of 4 samples to meet DEQ permitting requirements. Water sample collection methods, sample preservation, and analytical methods shall be in accordance with ARM 17.30.1007.

Well Survey and Flow Measurements: All wells and piezometers to be used for water level measurements are required to be surveyed to the nearest 0.01 foot. Topographic elevations will also be collected at key features including thalweg elevations along the Gallatin River to determine potential for groundwater intercept. Survey will include cross-sections at surface water monitoring locations to support hydraulic analysis. Flow measurements will be conducted at the time of survey to support stage-discharge calculations.

Subsurface Characterization: Supplemental subsurface characterization will be conducted to reduce data gaps in vicinity of the recharge sites and the down-gradient mixing zones. Characterization will be conducted using a drill rig to collect cuttings and/or core samples to a TBD depth. The extent and frequency of drilling is unknown at this time (pending DEQ coordination). Drilling locations that are sited where groundwater level data is needed will be completed with a monitoring well or piezometer depending on data collection objectives.

Note that long-term monitoring wells are anticipated to be needed as DEQ compliance points. New wells are anticipated to be sited and constructed in accordance with DEQ requirements to serve long-term monitoring needs.



Aquifer pump tests: Pump tests will be performed to provide representative aquifer parameters in proximity to the recharge area(s). WGM will oversee pump tests and collect aquifer response data to support hydraulic analyses. Assumes an eight-hour step rate drawdown tests are conducted first to determine a sustainable flow rate for the subsequent 24-hour constant rate pump tests. WGM will log data on DEQ’s Aquifer Test Data Form 633 and provide to DEQ. Budget includes pump test data analysis to determine aquifer parameters necessary to support non-degradation analyses.

Discharge Permit Application and Data Summary Report (DSR): Submit a complete Montana Ground Water Pollution Control System (MGWPCS) application package. Required application information and supporting data will be compiled upon the completion of summer 2023 fieldwork and data collection. The intent of this deliverable is to formally initiate DEQ’s discharge permit review process. Supplemental data and/or analysis is anticipated to be required to support DEQ reviewers and permit writers (future scope / Work Order).

Deliverables: SAP, DSR and complete MGWPCS submittal package.

Exclusions: Budget does not include driller and laboratory costs (pending completion of SAP and coordination subcontractors). Hydrogeologic modeling and analyses are not included (separate Work Order).

WGM Group, Inc. Acceptance of Work Order:

Mace Mangold

Senior Project Engineer

(sign)

(date)

Client Authorization to Proceed with Work Order:

Printed Name

Company Name

(sign)

(date)

BSRAD FY22 Spend Summary

Mace Mangold

From: Mace Mangold
Sent: Wednesday, July 13, 2022 5:33 AM
To: daniel@resorttax.org
Cc: Jenny Muscat; scott altman; Kristin Drain; Cindy Kuns; scott@bigsky.com
Subject: RE: GCWSD Agreement
Attachments: GCCWSD FY22 WGM Billing Summary.pdf

Danny,

The attached includes a summary of work completed in FY22 and all WGM invoices. A summary of invoices and payment is provided below:

- Sept. 21 - \$13,772.5 (paid)
- Nov. 21 - \$15,336.95 (paid)
- Feb. 22 - \$12,997.44 (paid)
- Mar. 22 - \$4,395.10 (paid)
- April 22 - \$4,131.10 (paid)
- May 22 - \$17,874.07 (pending)
- June 22 - \$20,294.68 (pending)

Let me know if this covers your immediate needs. I can work with Scott to track down non-WGM billing for the District. Regarding the pending invoices, we are working to get ARPA funds released and general District accounting / budgeting / administration items in order (i.e. pending payments are not an issue from WGM's perspective).

Thanks,

Mace Mangold, PE, LEED AP
Senior Project Engineer

M: [406-399-2854](tel:406-399-2854) O: [406-728-4611](tel:406-728-4611)
109 East Main Street, Suite B
Bozeman, Montana 59715
www.wmggroup.com



From: Daniel Bierschwale <daniel@resorttax.org>
Sent: Wednesday, July 6, 2022 12:22 PM
To: Mace Mangold <mmangold@wmggroup.com>
Cc: Jenny Muscat <jenny@resorttax.org>; scott altman <orock9530@me.com>; Kristin Drain <Kristin@resorttax.org>
Subject: Fwd: GCWSD Agreement

[EXTERNAL EMAIL] Only open attachments or click on links from senders you trust.

Hi Mace,

This year we cut the check for the F22 annual operating funds prior to reimbursable activity (since there was no startup money to cover costs).

Can you assemble District receipts for the 7/1-6/30 timeframe.? We just need to have a paper trail for the use of funds.

Happy to discuss if this doesn't make sense,

Danny

Sent from my iPhone

Begin forwarded message:

From: Kristin Drain <kristin@resorttax.org>
Date: July 6, 2022 at 11:12:42 AM MDT
To: Daniel Bierschwale <daniel@resorttax.org>
Subject: GCWSD Agreement

Kristin Drain
Finance & Compliance Manager
ResortTax.org

SCOPE OF WORK #1 (200323.1) - \$29,109.45 BILLED TO DATE

Grant administration services, funding procurement support, District representation and public outreach services, and development of a preliminary infrastructure phasing plan reflecting currently available funds. The tasks identified reflect preliminary scoping coordinated in early 2021 for the District's resort tax funding request, along with updated scope items based on the availability of American Rescue Plan Act (ARPA) funds.

Task 1: District Administration

General consultation and District administration support including but not limited ARPA funding coordination and grant administration services District by-laws, Board election, roles & responsibilities, infrastructure purchase agreement form(s), connection and annexation agreement forms. Attendance and general assistance with quarterly Board meetings including agenda development, presentation(s) and recording meeting minutes.

Task 2: Funding and Outreach

Preparation of County ARPA application funding application for central water system planning. , and project advocacy and outreach efforts to generate general project support and secure support letters for inclusion in future funding applications. Near-term funding opportunities anticipated include the state managed ARPA competitive grant and Gallatin County ARPA funds disbursement. Provide District representation at outreach events (Big Sky Community Forum fall event, Ramshorn HOA meeting).

Task 3: Preliminary Infrastructure Phasing Plan

Develop an infrastructure phasing plan to assess capital costs to collect individual "Service Areas" identified in the FS (conceptual phasing plan provided below). The phasing plan will aid informing the District Board on items including but not limited to capital improvement plan development, groundwater discharge permitting and disposal locations, refined demand projections, and general development coordination.

Conceptual Infrastructure Phasing Plan based on Canyon FS Service area boundaries:

- Phase 1 (Service Area 5) – 4,000 lineal feet (LF) of 12-inch dia. gravity collection main and 150,000 to 200,000 gallon per day (gpd) disposal capacity. Consideration for water rights mitigation.
- Phase 2 (Service Area 6 & 8) – 1,200 LF of 12-inch dia. and 1,500 LF of 10-inch dia. gravity collection main, 100,000 to 200,000 gpd disposal capacity.
- Phase 3 (Service Area 2, west side only) –700 LF of 8-inch dia. gravity collection main and 400 LF 4-inch dia. force main.
- Phase 4 (Service Area 4) –5,300 LF of 8-inch dia. gravity collection main and one HWY. 191 boring.
- Phase 5 (Service Area 9) –2,400 LF of 10-inch dia. gravity collection main and 100,000 to 150,000 gpd disposal capacity.
- Phase 6 (Service Area 13) –4,300 LF of 8-inch dia. gravity collection main and 100,000 to 150,000 gpd disposal capacity.

SCOPE OF WORK #2 (200323.2) - \$29,450

District and grant administration services and completion of an expanded Groundwater Discharge Feasibility Study to advance work previously funded by the Big Sky Water and Sewer District.

Task 1: District and Grant Administration

General consultation and District administration support including but not limited ARPA funding coordination and grant administration services. Scope includes the following ARPA grant start-up items:

- Uniform budget development coordination
- Refined project Scope of Work
- Project Implementation Schedule
- Firm Commitment of Funding Sources coordination
- Grant Management Plan
- ARPA Grant Submittal Checklist
- ARPA Contract coordination
- MEPA Checklist
- Subrecipient Survey Questions coordination
- Unique Entity Identifier (UEI) coordination

Scope includes attendance and general assistance with quarterly Board meetings including agenda development, presentation(s) and recording meeting minutes.

Task 2: Canyon Groundwater Discharge Feasibility

Advance the current Draft Canyon Groundwater Discharge Feasibility Study to incorporate available Montana Bureau of Mines and Geology (MBMG) data and additional disposal areas. Identification of additional disposal areas will be based on a combination of 1) suitable hydrogeologic conditions, 2) potentiometric gradients and associated pros/cons (e.g. distance to down-gradient wells and receiving waters), and 3) likelihood of District expansion and available land area. The expanded Feasibility Study will include assessment of shallow point well disposal in addition to disposal methods and areas identified in the PER (e.g. existing drainfields, proposed recharge basins and/or galleries).

Scope includes collection of groundwater samples from three representative wells to be identified based on findings from the expanded Feasibility Study. The samples are intended to represent a first quarter sample with analyte list and sampling parameters to be selected based on DEQ groundwater discharge permit requirements.

SCOPE OF WORK #3 (200323.2) - \$30,243 BILLED TO DATE

Prepare applications and supporting documentation for the following grants programs; 1) ARPA Minimum Allocation for Gallatin County, 2) Montana Coal Endowment Program (MCEP), and 3) Renewable Resource Grant & Loan (RRGL) Program. Provide public outreach on an as needed basis.

Task 1: Gallatin County ARPA Funds

The application for Gallatin County ARPA funds (approximately \$3 million available) is due on April 30, 2022. Submittal information from past ARPA applications will substantially inform the drafting of a new application. Primary grant writing effort will entail developing a project phasing and funding plan that reflects secured funds and current project timeline. Anticipated grant application tasks include:

- Project budget and funding tables update and supporting narrative
- Identification of funding request amount
- Draft Application
- Presentation of application at April Board Meeting.
- Submittal of signed Application by April 30th

Task 2: MCEP Grant Application & Public Outreach

The application for \$750,000 MCEP grant funds is due on May 19th. Primary grant writing efforts will include Completing the Uniform Application and MCEP supplemental questions as well as completing the Environmental Assessment public process. Specific deliverables include:

- Project budget table update and supporting narrative
- Environmental Assessment (EA) and Public Process
- Agency outreach letters
- Draft PER addendum to reflect current phasing and other new information
- Public meeting facilitation to address EA public notice and comment requirement and Board adoption of the Preliminary Engineering Report (PER)
- Draft Application
- Presentation of application at May Board Meeting.
- Submittal of signed Application by May 19th

Task 3: RRGL Grant Application & Public Outreach

The application for \$125,000 of RRGL grant funds is due on May 15th. The Uniform Application used for MCEP will also be used for RRGL. Primary grant writing efforts will include completing the RRGL supplemental questions. Specific deliverables include:

- Project budget table update and supporting narrative
- Draft Application
- Presentation of application at May Board Meeting.
- Submittal of signed Application

Task 4: Public Outreach

Facilitate and attend public outreach efforts and events in parallel with planned application submittals and future outreach needs to support District boundary expansion. WGM will help facilitate meetings with the District's designated *Annexation & Public Outreach Committee* and will coordinate outreach efforts with the Gallatin River Task Force *Community Water Communications Campaign*. WGM will prepare agreed upon outreach materials (mailers, website updates, public survey, presentations, etc.) as directed by the Committee.



INVOICE

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

GALLATIN CANYON COUNTY WATER & SEWER
DISTRICT
TBD, WAITING ON MACE

September 13, 2021
Project No: 200323.1
Invoice No: 63649

Project 200323.1 DISTRICT ADMINISTRATION, FUNDING, & PLANNING

Invoice Notes: ARPA funding coordination, outreach and collecting letters of support. District administration tasks including Board meeting facilitation (agenda, public notice, meeting minutes, general consultation) and website development. Developing phasing plan to address likely partial funding scenario and inform subsequent funding asks (ARPA round 2, Gallatin County funds, SRF, WaterSMART grants etc.)

Professional Services from June 1, 2021 to August 31, 2021

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	28.00	158.00	4,424.00	
Staff Engineer / EI / CET	66.90	121.00	8,094.90	
Landscape Designer	6.40	84.00	537.60	
Project Assistant 2	6.20	100.00	620.00	
Totals	107.50		13,676.50	
Total Labor				13,676.50

Unit Billing

Technology Fee-Arc GIS	58.40		
Technology Fee-Adobe Creative Cloud	37.60		
Total Units		96.00	96.00
Total this Invoice			\$13,772.50

Project Manager Mace Mangold



INVOICE

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

GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 TBD, WAITING ON MACE

November 11, 2021
 Project No: 200323.1
 Invoice No: 64129

Project 200323.1 DISTRICT ADMINISTRATION, FUNDING, & PLANNING

Invoice Notes: Board meeting facilitation (agenda prep, attendance, meeting minutes) and general District administration support. Website development and outreach documents (press release, project overview map, flyers). Project phasing analysis to support County ARPA funding ask. County ARPA application prep and submittal.

Professional Services from October 1, 2021 to October 31, 2021

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	29.00	166.00	4,814.00	
Staff Engineer / EI / CET	4.90	121.00	592.90	
Staff Engineer / EI / CET	56.80	127.00	7,213.60	
Graphic Designer	9.90	115.00	1,138.50	
GIS Specialist	3.20	105.00	336.00	
Project Assistant 2	5.60	100.00	560.00	
Project Assistant 2	4.30	105.00	451.50	
Totals	113.70		15,106.50	
Total Labor				15,106.50

Reimbursable Expenses

Mangold, Mace	110.00		
Total Reimbursables		110.00	110.00

Unit Billing

Technology Fee-Arc GIS	2.00		
Copies (Color) Letter/Legal	90.00		
Copies (No color)	.45		
Technology Fee-Adobe Creative Cloud	28.00		
Total Units		120.45	120.45

Total this Invoice \$15,336.95

Outstanding Invoices

Number	Date	Balance
63649	9/13/2021	13,772.50
Total		13,772.50

TOTAL NOW DUE \$29,109.45

Project Manager Mace Mangold



INVOICE

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

GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 TBD, WAITING ON MACE

February 14, 2022
 Project No: 200323.2
 Invoice No: 64940

Project 200323.2 CANYON DISTRICT ADMIN & ENGINEERING

Email invoices to gallatincanyonwsd@gmail.com.

Invoice Notes: Board meeting facilitation (agenda and Board packet prep. attendance, meeting minutes) and ARPA grant start-up documentation prep. Compiling MBMG data to incorporate into original BSCWSD funded groundwater discharge study. Develop maps to support expanded hydrogeologic evaluation to identify additional disposal areas and identify additional data collection needs.

Professional Services from January 1, 2022 to January 31, 2022

Phase	01	District & Grant Administration			
Professional Personnel					
			Hours	Rate	Amount
		Principal Engineer	1.00	184.00	184.00
		Senior Project Engineer	13.50	166.00	2,241.00
		Staff Engineer / EI / CET	20.70	127.00	2,628.90
		Project Assistant 2	2.00	105.00	210.00
		Totals	37.20		5,263.90
		Total Labor			5,263.90
Reimbursable Expenses					
		Board Meeting Mileage			114.94
		Total Reimbursables			114.94
				Total this Phase	\$5,378.84

Phase	02	Expanded GW Discharge Study			
Professional Personnel					
			Hours	Rate	Amount
		Senior Project Engineer	1.00	158.00	158.00
		Senior Project Engineer	3.00	166.00	498.00
		Project Engineer	.20	144.00	28.80
		Staff Engineer / EI / CET	36.20	127.00	4,597.40
		Seasonal Intern	.70	68.00	47.60
		Scientist 2	.40	103.00	41.20
		Senior Scientist	11.00	166.00	1,826.00
		Water Resource Specialist 2	2.00	149.00	298.00
		Totals	54.50		7,495.00
		Total Labor			7,495.00
Unit Billing					
		Technology Fee-Arc GIS			90.00

Project	200323.2	CANYON DISTRICT ADMIN & ENGINEERING	Invoice	64940
Mileage			33.60	
	Total Units		123.60	123.60
		Total this Phase		\$7,618.60
		Total this Invoice		\$12,997.44

Project Manager Mace Mangold



INVOICE

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

GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 gallatincanyonwsd@gmail.com

March 15, 2022
 Project No: 200323.2
 Invoice No: 65207

Project 200323.2 CANYON DISTRICT ADMIN & ENGINEERING

Email invoices to gallatincanyonwsd@gmail.com

Invoice Notes: Prepare and submit required ARPA start-up documentation. County ARPA application to request funding for water system Preliminary Engineering Report (PER). Coordination and presentation to Big Sky Resort Area District (BSRAD) Board to communicate past fund utilization, District progress, and discuss merits/need for increased annual funding allocation. Prepare preliminary schedule and budget for 2022 through 2023. Present Canyon District progress and 2022 schedule to the Big Sky County Water and Sewer District (BSCWSD) Board. Update Groundwater Discharge Study to include available Montana Bureau of Mines and Geology (MBMG) data and identify additional disposal areas for consideration.

Professional Services from February 1, 2022 to February 28, 2022

Phase	01	District & Grant Administration			
Professional Personnel					
			Hours	Rate	Amount
		Principal Engineer	1.00	175.00	175.00
		Senior Project Engineer	14.50	158.00	2,291.00
		Staff Engineer / EI / CET	10.20	121.00	1,234.20
		Totals	25.70		3,700.20
		Total Labor			3,700.20
Reimbursable Expenses					
		Mangold, Mace			58.50
		Total Reimbursables			58.50
				Total this Phase	\$3,758.70

Phase	02	Expanded GW Discharge Study			
Professional Personnel					
			Hours	Rate	Amount
		Senior Hydrologist	2.60	184.00	478.40
		Senior Scientist	1.00	158.00	158.00
		Totals	3.60		636.40
		Total Labor			636.40
				Total this Phase	\$636.40
				Total this Invoice	\$4,395.10

Outstanding Invoices

Number	Date	Balance
64940	2/14/2022	-775.06
Total		-775.06

Total Now Due **\$3,620.04**

Project Manager Mace Mangold



INVOICE

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

GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 gallatincanyonwsd@gmail.com

April 15, 2022
 Project No: 200323.2
 Invoice No: 65484

Project 200323.2 CANYON DISTRICT ADMIN & ENGINEERING

Email invoices to [Gallatin Canyon County Water & Sewer District](#).

Invoice Notes: Board meeting facilitation (agenda, public postings, board packet, attendance, meeting minutes, etc.). District administration (Annual Fiscal Report, budget development, accounting coordination, etc.). Grant administration including ARPA start-up documents coordination and tracking DNRC future submittal requirements. Identifying upcoming grant opportunities and associated tasks to complete. Prepare human health risk maps to inform discharge planning.

Professional Services from March 1, 2022 to March 31, 2022

Phase 01 District & Grant Administration

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	9.50	158.00	1,501.00	
Staff Engineer / EI / CET	13.40	121.00	1,621.40	
Project Assistant 2	.50	100.00	50.00	
Totals	23.40		3,172.40	
Total Labor				3,172.40
		Total this Phase		\$3,172.40

Phase 02 Expanded GW Discharge Study

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	4.00	158.00	632.00	
Staff Engineer / EI / CET	2.70	121.00	326.70	
Totals	6.70		958.70	
Total Labor				958.70
		Total this Phase		\$958.70

Total this Invoice \$4,131.10

Outstanding Invoices

Number	Date	Balance
64940	2/14/2022	-775.06
65207	3/15/2022	4,395.10
Total		3,620.04

Total Now Due \$7,751.14

Project Manager Mace Mangold



INVOICE

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

GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 gallatincanyonwsd@gmail.com

May 10, 2022
 Project No: 200323.2
 Invoice No: 65624

Project 200323.2 CANYON DISTRICT ADMIN & ENGINEERING

Email invoices to gallatincanyonwsd@gmail.com

Invoice Notes: Board administration and public outreach including agenda postings, presentation at joint County commission meeting, website updates, and budget coordination. Preparation of County ARPA application package and submittal. Preparation and posting of Environmental Assessment for MCEP grant application. Compile MCEP and RRGL application packages for May submittals.

Professional Services from April 1, 2022 to April 30, 2022

Phase 03 Grant Writing & Public Outreach

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	26.00	158.00	4,108.00	
Staff Engineer / EI / CET	97.10	121.00	11,749.10	
Project Coordinator 2	1.60	115.00	184.00	
Project Assistant 2	8.60	100.00	860.00	
Totals	133.30		16,901.10	
Total Labor				16,901.10

Reimbursable Expenses

Supplies			21.47	
Total Reimbursables			21.47	21.47

Unit Billing

Technology Fee-Arc GIS			16.00	
Copies (Color) 11" x 17"			115.50	
Copies (Color) Letter/Legal			820.00	
Total Units			951.50	951.50

Total this Phase \$17,874.07

Total this Invoice \$17,874.07

Project Manager Mace Mangold



INVOICE

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

GALLATIN CANYON COUNTY WATER & SEWER
 DISTRICT
 gallatincanyonwsd@gmail.com

June 14, 2022
 Project No: 200323.2
 Invoice No: 66051

Project 200323.2 CANYON DISTRICT ADMIN & ENGINEERING

Email invoices to gallatincanyonwsd@gmail.com

Invoice Notes: Preparation and submittal of MCEP and RRGL grant applications. Leading three board meetings required for grant-related public outreach, Environmental Assessment (EA) adoption, and Preliminary Engineering Report (PER) adoption. General district administration services (record keeping, forms coordination, meeting minutes, etc.) and website updates. ARPA start-up and grant administration services for secured funds.

Professional Services from May 1, 2022 to May 31, 2022

Phase 01 District & Grant Administration

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	2.00	158.00	316.00	
Staff Engineer / EI / CET	62.70	121.00	7,586.70	
Project Coordinator 2	.20	115.00	23.00	
Totals	64.90		7,925.70	
Total Labor				7,925.70
		Total this Phase		\$7,925.70

Phase 03 Grant Writing & Public Outreach

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer	33.50	158.00	5,293.00	
Staff Engineer / EI / CET	42.10	121.00	5,094.10	
Project Assistant 2	11.60	100.00	1,160.00	
Administrative Assistant	6.70	78.00	522.60	
Totals	93.90		12,069.70	
Total Labor				12,069.70

Reimbursable Expenses

MT DEPT OF NATURAL RESOURCES (DNRC)	250.00		
Total Reimbursables		250.00	250.00

Unit Billing

Mileage		49.28	
Total Units		49.28	49.28

Total this Phase \$12,368.98

Total this Invoice \$20,294.68

Outstanding Invoices

Number	Date	Balance
65624	5/10/2022	17,874.07
Total		17,874.07

Total Now Due **\$38,168.75**

Project Manager Mace Mangold

BSRAD FY23 Budget Increase Request



September 9, 2022

Big Sky Resort Area District

11 Lone Peak Dr #204

Big Sky, MT 59716

Re: 3-Year Inter-Local Agreement, Budget Increase Request

Dear Board Members:

The Gallatin Canyon County Water and Sewer District (District) made significant progress in FY22. The good news, **the District is firmly established and has secured nearly \$3 million in grant funding.** The bad news, the 'pace of progress' has exceeded original expectations and our \$74,000 annual operating budget is now a limiting factor as the District seeks to maintain momentum. Without a budget increase, Big Sky risks losing secured funds and delaying critical community infrastructure. Once operational, the District anticipates being substantially self sufficient through collecting of monthly user rates and connection fees.

Working collaboratively with the Gallatin River Task Force, Big Sky County Water and Sewer District (BSCWSD), Big Sky Housing Trust and other local stakeholders, the Canyon District seeks to address fundamental community needs and environmental sustainability goals including:

1. Retiring septic systems that present notable human health risks and detrimental nutrient loading to the Gallatin River;
2. Address current disposal limitations and operational risks associated with lack of disposal redundancy;
3. Infrastructure to support workforce housing that is currently extremely lacking;
4. Improve long-term sustainability by promoting water conservation through treated effluent reuse, groundwater recharge and mitigating resource intensive development sprawl; and
5. New for FY23, provide reliable and safe public drinking water for Canyon area residents, schools and businesses.

To help accomplish these goals, the Canyon District is requesting an increase in annual operating budget to \$200,000 for FY23 and \$300,000 in FY24. Enclosed is a summary of FY22 Canyon related expenditures totaling approximately \$220,000 as general basis for this request. Canyon Sewer Project expenditures include support efforts by the Task Force (Collection Prioritization Study) and the BSCWSD (Preliminary Engineering Report). These funds were effectively leveraged to establish the District and secure nearly \$3 Million in public funding for the project to date, with another \$1 Million worth of public funding applications currently in review.

Looking forward, the District is targeting a Fall 2024 construction start to ensure that all awarded funds are utilized prior to ARPA expiration dates. The attached schedule and 2-year budget table are intended to help visualize the nature of planned expenditures and general project design and permitting sequence. To cover the remainder of necessary funds and provide adequate "matching funds" for secured grants, the Canyon District will be actively coordinating with the BSCWSD to utilize a portion

of the \$12 Million project allocation, along with commencing cost-share discussions with respect to treatment and disposal value provided by each district.

The capital to complete the Canyon Sewer Project is substantial, but the pieces are in place to mesh private and public sector funds to successfully progress through construction and ultimately service our community. The Canyon District and the momentum to build critical community infrastructure would not exist without the support of the Big Sky Resort Area District. Your financial support and project advocacy is greatly appreciated. Please help us make the most of this support and maintain momentum. The sooner this project is completed, the sooner the project goals and benefits will be realized.

Sincerely,



Scott Altman
Gallatin Canyon County Water & Sewer District, President

TABLE 1 – FISCAL YEAR 2022 EXPENDITURE SUMMARY

TASK/SCOPE	DESCRIPTION	BUDGET
Preliminary Engineering Report (PER)	BSCWSD Contracted Effort to support Competitive ARPA Application	\$40,000
Infrastructure Inventory & Phasing Plan	Task Force allocation to support collection prioritization to achieve “net-nutrient reduction”	\$60,000
District Administration	District set-up and filings (by-laws, insurance, bank accounts, County papers, etc.), Board meetings, funding coordination and applications, supporting engineering/accounting/legal counsel.	\$20,000
Public Outreach	Website development, project overview illustrations, press-release flyer, outreach event attendance and presentation, outreach committee meetings and/or events	\$20,000
Canyon District Engineering	Grant Administration, Expanded Groundwater Discharge Feasibility Study,	\$20,000
Funding - \$2,975,300 Awarded - \$1,000,000 in review	\$2M DNRC competitive ARPA Grant, \$750,000 County Minimum Allocation Grant, \$3000 CTAP Planning Grant, \$25,000 County Planning Grant, \$200,000 County Minimum Allocation Grant, \$750,000 MCEP Grant, \$250,000 RRGL Grant	\$20,000
WGM Promo	Presentations, human health risk assessment, stakeholder coordination, project advocacy	\$20,000

Total = \$220,000

TABLE 2 – FY23 & FY24 OPERATING AND PROJECT IMPLEMENTATION BUDGET

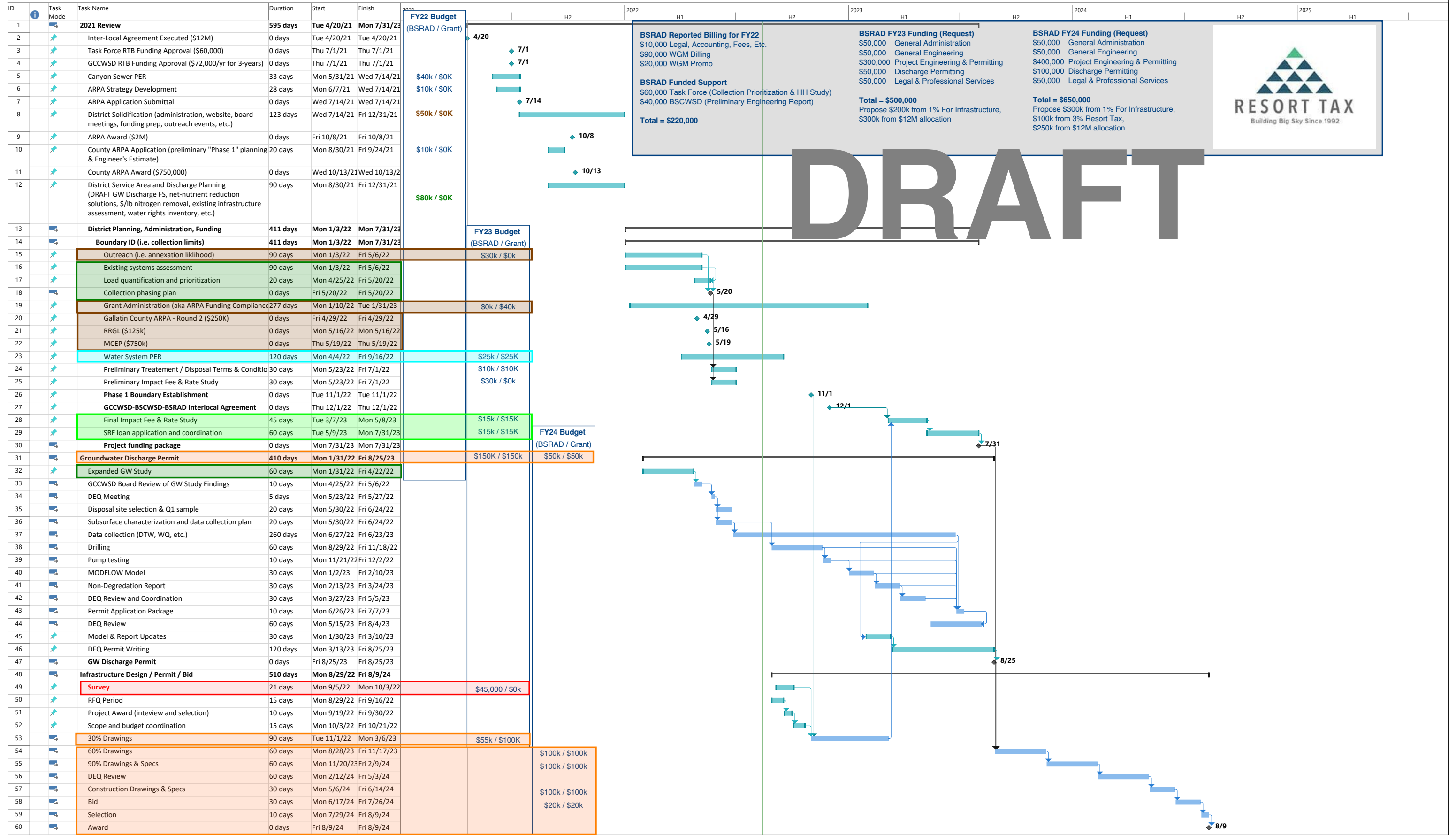
TASK/SCOPE	DESCRIPTION	BUDGET
District Administration	Board meetings, funding coordination and applications, supporting engineering/accounting/legal counsel.	\$80,000
Public Outreach	Website development, project overview illustrations, press-release flyer, outreach event attendance and presentation, outreach committee meetings and/or events	\$60,000
Funding	DEQ 319 Non-Point Source Funds, residual ARPA funds, and other programs (TBD)	\$30,000
Public Outreach	Website development, project overview illustrations, press-release flyer, outreach event attendance and presentation, outreach committee meetings and/or events	\$20,000
General Engineering	Water System PER, Preliminary Impact Fee & Rate Study, Miscellaneous studies.	\$100,000
Canyon Sewer Project Implementation		
Legal & Professional Services	Legal, Accounting, Funding package development, Grant Administration and Audit Fees	\$150,000
Discharge Permitting	Field data collection (well drilling, pump tests, test pitting), MODFLOW modeling, fate and transport study, non-degradation analyses, human health risk analyses, etc.	\$350,000
Final Engineering	Sewer collection main, laterals, lift stations, stream crossings, septic abandonment, disposal infrastructure (shallow injection wells, recharge galleries, treatment wetlands, etc.)	\$1,300,000
Treatment Capacity	Secure treatment capacity from BSCWSD	\$1,400,000
Contingency		\$400,000

Sub-Total = \$3,890,000

ARPA Funds = (\$1,900,000)

TOTAL = \$1,990,000

Gallatin Canyon Water and Sewer District
Preliminary Overall Schedule



DRAFT



FY22 Budget (BSRAD / Grant)	BSRAD FY23 Funding (Request)	BSRAD FY24 Funding (Request)
\$10,000 Legal, Accounting, Fees, Etc. \$90,000 WGM Billing \$20,000 WGM Promo Total = \$220,000	\$50,000 General Administration \$50,000 General Engineering \$300,000 Project Engineering & Permitting \$50,000 Discharge Permitting \$50,000 Legal & Professional Services Total = \$500,000 Propose \$200k from 1% For Infrastructure, \$300k from \$12M allocation	\$50,000 General Administration \$50,000 General Engineering \$400,000 Project Engineering & Permitting \$100,000 Discharge Permitting \$50,000 Legal & Professional Services Total = \$650,000 Propose \$300k from 1% For Infrastructure, \$100k from 3% Resort Tax, \$250k from \$12M allocation

Project: Canyon_Preliminary Ov Date: Sun 8/14/22

Task Milestone Project Summary Inactive Milestone Manual Task Manual Summary Rollup Start-only External Tasks Deadline Manual Progress
Split Summary Inactive Task Inactive Summary Duration-only Manual Summary Finish-only External Milestone Progress