



## MEETING MINUTES

8am; 10/25/2021; BSCWSD Conference Room

\*Red text is clarifications provided after the meeting

### I. Regular Board Meeting Public Forum and First Board Meeting Logistics

#### A. Call to Order – 8:00

- Board members in Attendance: Scott Altman, Jon Olsen, Renae Schumacher
- Quorum? Yes
- An attendance sheet is attached.

#### B. Revise and Approve July and September Meeting Minutes – *Action*

A motion to approve the minutes was made by Olsen, seconded by Schumacher and approved unanimously. WGM will file these with the County Clerk and on the District's website.

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

No public comment.

Board discussed zoom meeting platform for next meeting. Tasked WGM to identify cost to purchase a District account.

### II. New Business

#### A. Board updates and correspondence – *Discuss*

None

#### B. Follow up from Altman/WGM Working Session

Altman provided update on Canyon administration items:

##### **Board membership requirements**

Number of residents and owners ("Qualified electors") in the District discussion. Discussed State requirement for number of board members. A 5-person board is required when there are more than 10 qualified electors reside (own or rent) within the District boundary. Presently the only property with potential "residents" is the Buck's T-4 parcel. Brief discussion on the various occupancy scenarios on Buck's T-4. Board is not aware that any of the current occupancy would count towards the '10 voter' criteria. Jon Olsen to provide to look into current and planned occupancy use further and provide the Board with an update. **The County Clerk was contacted to inquire about this issue. As of October 2021, there were 5 registered voters living in the district. Assuming all three property owners in the District are registered to vote as well, there are 8**

qualified electors. The number of Qualified electors in the District should be monitored closely.

**7-13-2212. Qualifications to vote.** (1) An individual is qualified to vote in any election under the provisions of part 23 and this part if the individual is a qualified voter pursuant to **13-1-111**, not including **13-1-111(1)(a)** and **(1)(c)**, and is:

- (a) a resident of the proposed or existing district;
  - (b) an owner of taxable real property within the boundaries of the proposed or existing district or, if the property is owned by more than one person, an agent designated by the owners;
  - (c) an individual listed in **13-1-506** representing a corporation or company that owns taxable real property within the boundaries of the proposed or existing district; or
  - (d) a designated agent for a property held in trust within the boundaries of the proposed or existing district.
- (2) An individual qualified to vote pursuant to subsections (1)(b) through (1)(d) shall provide written proof of the individual's qualifications to the election administrator at least 25 days before the election.

**Certificate of Incorporation is filed - *Discuss***

**Verifying/applying for Tax ID and Exemption - *Discuss***

EIN# required to setup bank account. Obtained from County clerk and recorder. Clerk and recorder identified some Utility District filing docs that had not originally been provided to the District and indicated he would send copies.

**Obtaining Insurance – *Discuss, maybe Action***

Discussed insurance and exemption filings with the state. Altman provided a summary of filing needs and will coordinate with WGM, County and State to complete required paperwork.

**Conflict of Interest Policy – *Discuss***

BSCWSD Conflict of Interest docs provided in the board packet for reference. The State's declaration form is also included and needs to be completed by each board member. The board members will review and complete expeditiously.

**Board Bylaws review, discussion, and possible vote for adoption – *Discuss, maybe Action***

Discussed draft by-laws WGM added a few suggestions to what the lawyer had drafted, shown in red on the board member copies. Described as standard language that was modified from the Big Sky County Water and Sewer District by-laws. A motion to approve the By-laws was made by Olsen, seconded by Schumacher and approved unanimously

**Board resources – MT Rural Water Association Membership – *Discuss, maybe Action***

See attached brochure. Until there is a sewer providing service to customers, Membership would cost \$75 per year. Initial assistance from MT Rural Water could

include developing rules and regulations and rates, producing community education materials, board trainings, clerk and operator recruitment and training, and grant reporting. Membership is charged by calendar year so it may make sense to wait until January to join.

**C. Funding updates (ARPA, SRF, Other funders, lobbying efforts) – *Discuss***

WGM presented summary of funds received to date and critical dates.

**D. Recommended next steps – *Discuss, maybe Action***

Clarity needed with respect to phased infrastructure costs and cost share logistics with BSCWSD. Both the Task Force and the District secured Resort Tax funds that are intended to be used towards this effort. Additionally, BSCWSD contracted the Canyon Discharge Feasibility study to support advancement of joint-district objectives. WGM to prepare summary of available funds and ongoing efforts, and recommendations for 'next step' items to support continued project advancement.

**E. WGM Contract for next steps – *Discuss***

Scope and budget provided in the board packet generally reflects items completed to date. Work commenced in July to support the first round of ARPA funds, and continued with various administration support (website development, logo, board meeting facilitation, etc.) through August, September and October, and most recently the application for County ARPA funds which the District received \$750k. Board approved signing the contract and funding for work completed to date.

WGM to prepare a scope and budget for 'next step' items for discussion at next board meeting.

**F. Planning for District booth at CommUNITY event- *Discuss***

WGM shared the presentation slides and booth exhibits. The board is supportive of the content being presented and did not identify any changes. WGM will represent the District at the CommUNITY forum event. Altman will be in attendance as well.

**G. Housekeeping items**

**Purchase of a website domain – *Action***

The Website WGM Group has prepared was reviewed. Discussion of website domain name and purchase. Purchasing a plan from WIX, the program that as used to design the website. This allows the removal of the WIX logos on the site and includes a custom domain name. This service is \$18/month. Board selected Gallatincanyonwsd.com for the domain name.

**Accounting services – *Discuss, maybe action***

Altman has identified Jessica Trulen at Knaub & Company based on familiarity working with them as they manage Lazy J Utility Association's books. Altman to continue coordination and present contracting terms and conditions to Board.

**Small purchases authorization**

Board discussed the merits of allowing the President to sign-off on small purchases without board approval and/or two-party signature. Olsen moved to authorize purchases up to \$500, Schumacher seconded, and Board unanimously approved.

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

**IV. Next Meeting Planning**

**A. Date & Draft Agenda – *Discuss***

Initial Topics to include in December's meeting: PER and annexation public education

**V. Adjourn -**

A motion to adjourn was made by Altman, seconded by Olsen and approved unanimously.

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

# GCWSD MEETING ATTENDANCE SHEET

8 AM; 10/25/2021; BSCWSD Board Room



#	Name	Affiliation	Contact	Remote Attendance?
1	Mace Hernandez	MLC	399-2854	Y
2	Jim Olsen	LMC	539-7311	
3	Scott Altman	ORLANDO ROCK	407-468-3215	
4	Parlier Altman	Orlando Rock	407 798 5079	
5	Renee Schumacher	BS (ORLCO)	406-581-1357	
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## PUBLIC MEETING AGENDA

**Monday, October 25<sup>th</sup>, 2021, 8 am**

**Big Sky County Water Sewer District Board Room | 561 Little Coyote Rd, Big Sky**

**I. Regular Board Meeting Public Forum**

- A. Call to Order
- B. Revise and Approve July and September Meeting Minutes - *Action*
- C. Public comment on relevant non-agenda items – *Discuss*

**II. New Business**

- A. Board updates and correspondence – *Discuss*
- B. Funding updates (ARPA, SRF, Other funders) – *Discuss*
- C. Recommended next steps – *Discuss*,
- D. WGM Contract for next steps – *Discuss, maybe Action*
- E. Planning for District booth at CommUNITY event- *Discuss*
- F. Follow up from Altman/WGM Working Session
  - Board resources – MT Rural Water Association Membership – *Discuss, maybe Action*
  - Certificate of Incorporation is filed - *Discuss*
  - Verifying/applying for Tax ID and Exemption - *Discuss*
  - Obtaining Insurance – *Discuss, maybe Action*
  - Conflict of Interest Policy – *Discuss*
  - District Email use - *Discuss*
  - Website and Survey Edits - *Discuss*
  - Purchase of a website domain - *Action*
  - Opening a bank account – *Action*
  - Accounting services – *Discuss, maybe action*
- G. Board Bylaws review, discussion, and possible vote for adoption – *Discuss, maybe Action*

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

**IV. Next Meeting Planning**

- A. Date & Draft Agenda – *Discuss*

**V. Adjourn**

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

## Who is MRWS?

Montana Rural Water Systems (MRWS) is a non-profit association that offers training and technical assistance to Rural Water/Sewer Districts, Homeowners Associations, Cities & Towns, Mobile Home Parks, Schools and Campgrounds throughout the state.

Our Training Specialist plans & organizes all of our training sessions and also provides technical assistance. Our Water Circuit Riders and Wastewater Technicians travel throughout the state providing information and technical assistance to those responsible for the proper maintenance and operation of the system. Our staff is also able to provide assistance with leak detection and rate structuring. The Source Water Specialists provide help and assistance in developing "Source Water Protection Plans" for communities and water districts.

Our training sessions are planned based on the needs of the systems and include training on various system maintenance and operational procedures, and on rules & regulations to help systems to maintain compliance.



## STAFF

### Office Staff:

Johnny Camden, Executive Director  
Cell: 406-459-0782  
Email: jcamden@mrws.org

Tanya Shadrick, Office Manager  
Cell: 406-231-0909  
Email: tshadrick@mrws.org

### Field Staff:

Nick Clos, Water Circuit Rider  
Cell: 406-949-2221  
Email: nclos@mrws.org

Dan Kramer, Water Circuit Rider  
Cell: 406-253-1710  
Email: dkramer@mrws.org

Kristi Kline, Source Water Specialist  
Cell: 406-945-2043  
Email: kkline@mrws.org

Roger Skogen, Wastewater Technician  
Cell: 406-788-2089  
Email: rskogen@mrws.org

Julie Allen, Training Specialist  
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Email: jallen@mrws.org

Bill Bahr, Wastewater Technician  
Cell: 406-438-5773  
Email: bbahr@mrws.org

Erin Wall, Source Water Specialist  
Cell: 406-451-2662  
Email: ewall@mrws.org

Bobbie Shular, Water Circuit Rider  
Cell: 406-899-5924  
Email: bshular@mrws.org

Tahnee Praiswater, Technical Assit & Training  
Cell: 406-468-8450  
Email: tpraiswater@mrws.org

# Montana Rural Water Systems, Inc.





## Our Goals

1. Help insure an adequate supply of safe drinking water for all Montanans.
2. Assist water/wastewater systems in complying with the regulations pertaining to the Safe Drinking Water & Clean Water Acts.
3. Train & inform managers, operators, bookkeepers, board members, and city officials in order to improve the operation & management of the water/wastewater system.
4. Conducts 20+ training sessions for operators, clerks/bookkeepers & administrative personnel at no charge.
5. Assist systems in obtaining adequate funding to improve/expand existing systems or to construct new plants.

## Who Do We Help?

If you are a public water system and regulated by either MT DEQ or EPA you are eligible for help from MRWS at no charge to the system/operator.

If your system needs assistance please contact our office at 406-454-1151 or send us and e-mail: [MRuralWater@mrws.org](mailto:MRuralWater@mrws.org). We will contact one of the staff and have then contact you to see exactly what needs to be done in order to help the system. Our services are offered to both members and non-member systems at no charge, but member systems have priority.

## Member Benefits

1. Access to 20+ training session throughout the year based on input from our membership on what their needs are. This also includes a reduced attendance fee at our Annual Conference.
2. Our field staff travels the state year round providing guidance and technical assistance. We also offer help with leak detection, rate structuring, and emergency response planning.
3. Access to technical assistance library and technical and testing equipment for loan.
4. Bi-annual news magazine to keep membership informed of developments in regulations, financing, federal guidelines, operational techniques, and MRWS activities.
5. Legislative representation on both the State and Federal levels.
6. On-site technical assistance and training including certification review sessions.
7. Assistance with disaster response and planning.
8. Job posting on our website.
9. Affinity programs through NRWA-  
A. HomeServ - is insurance available to member utilities that protects both the utility and its customers from the financial impact of water loss and also replaces or repairs water and sewer lines with no deductible.

## Benefits - cont'd

- B. Rural Water Impact - assists membership with website development and hosting.
- C. Fleet Program - Partnered with both Ford and Chrysler to offer discounts to the State Association and Utility members.
- D. Rural Water Loan Fund - Established through a grant from USDA/RD to help meet the needs of small water and wastewater utilities including: Planning costs of infrastructure projects, replacing equipment, system upgrades, maintenance and small capital projects, energy efficiency to lower costs and improve sustainability, disaster recovery or other emergency loans are also available.

## Who Oversees MRWS?

MRWS is governed by a Board of Directors consisting of 9 volunteers from members systems around the state. These members are elected from nominations submitted by member systems and voted on during the Delegate Assembly meeting at our Annual Conference.

MRWS' program policies are regulated by MRWS and National Rural Water (NRWA). Administrative policies and procedures are reviewed by the Board of Directors and any changes are voted on by membership at the Delegate Assembly meeting.



BIG SKY COUNTY WATER AND SEWER DISTRICT NO. 363  
CONFLICTS OF INTEREST POLICY

**I. Statement of Purpose:**

The Big Sky County Water and Sewer District No. 363 recognizes and acknowledges that the holding of public office or employment is a public trust, created by the confidence that the electorate reposes in the integrity of public officers, legislators and public employees. A public officer, legislator, or public employee must carry out the individual's duties for the benefit of the people of the State.

The Big Sky County Water and Sewer District No. 363 adopts this policy, based upon the Code of Ethics enacted by the Montana Legislature for public officials and employees set forth at Mont. Code Ann. § 2-2-101, et seq., to prohibit conflicts between public duty and private interest for District Board members and District employees. This policy recognizes that some actions are conflicts *per se* between public duty and private interest while other actions may or may not pose such conflicts depending upon the surrounding circumstances.

**II. Definitions:**

For this policy, the following definitions as set forth at Mont. Code Ann. § 2-2-102 apply:

(1) "District" shall mean the Big Sky County Water and Sewer District No. 363.

(2) "Business" includes a corporation, partnership, sole proprietorship, trust or foundation, or any other individual or organization carrying on a business, whether or not operated for profit.

(3) "Compensation" means any money or economic benefits conferred on or received by any person in return for services rendered or to be rendered by the person or

another.

- (4) (a) "Gift of substantial value" means a gift with a value of \$50.00 or more for an individual;
- (b) "Gift of substantial value" does not include:
- (i) a gift that is not used and that, within 30 days after receipt, is returned to the donor or delivered to a charitable organization or the state and that is not claimed as a charitable organization for federal income tax purposes;
  - (ii) food and beverages consumed on the occasion with participation in a charitable, civic, or community event bears a relationship to the public officer's or public employee's office or employment or when the officer or employee is in attendance in an official capacity;
  - (iii) educational material related to official government duties;
  - (iv) an award publicly presented in recognition of public service; or
  - (v) educational activity that:
    - (A) does not place or appear to place the recipient under obligation;
    - (B) clearly serves the public good; and
    - (C) is not lavish or extravagant.
- (4) "Official act" or "official action" means a vote, decision, recommendation, approval, disapproval, or other action, including inaction, that involves the use of discretionary authority.
- (5) "Private interest" means an interest held by an individual that is (a) an ownership interest in a business; (b) a creditor interest in an insolvent business; (c) an employment or prospective employment for which negotiations have begun; (d) an ownership interest

in real property; (e) a loan or other debtor interest; or  
(f) a directorship or officership in a business.

**III. Ethical Requirements for District Board Members and District Employees:**

(1) Except as provided in paragraph (3) below, a District Board member or an employee shall not acquire an interest in any business or undertaking that the Board member or employee has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by the District.

(2) A District Board member or District employee shall not, within twelve (12) months following the voluntary termination of office or employment, obtain employment in which the Board member or employee will take direct advantage, unavailable to others, of matters which the Board member or employee was directly involved during a term of office or during employment. These matters are rules, other than rules of general application, that the Board member or employee actively helped to formulate, and applications, claims, or contested cases in the consideration of which the Board member or employee was an active participant.

(3) When a District Board member is required to take official action on a matter as to which the Board member has a conflict created by a personal or private interest that would directly give rise to an appearance of impropriety as to the Board member's influence, benefit, or detriment in regard to the matter, the Board member shall disclose the interest creating the conflict prior to participating in the official action.

(4) A District Board member or District employee may not perform an official act directly or substantially affecting the business or other undertaking to its economic detriment when the Board member or employee has a substantial personal interest in a competing firm or undertaking except as set forth below at V(5) and V(8).

**IV. Disclosure:**

1. Procedure.

(a) Prior to December 15 of each even-numbered year,

each District Board member shall file with the Montana Commissioner of Political Practices a business disclosure statement on a form provided by the Commissioner. An individual filing pursuant to sub-section (1)(b) is not required to file under this sub-section (1)(a) during the same period.

- (b) An individual appointed to the District Board who would be required to file under sub-section (1)(a) is required to file the business disclosure statement with the Montana Commissioner of Political Practices at the earlier of the time of the submission of the person's name for confirmation or the assumption of office.

2. The business disclosure statement must provide the following information for each District Board member:

- (a) the name, address and type of business of the individual;
- (b) each present or past employing entity for which benefits, including retirement benefits are currently received by the individual;
- (c) each business, firm, corporation, partnership and other business or professional entity or trust in which the individual holds an interest;
- (d) each entity not listed under sub-sections (2)(a) through (2)(c) in which the individual is an officer or director, regardless of whether or not the entity is organized for profit; and
- (e) all real property other than a personal residence in which the individual holds an interest. Real property may be described by general description.

3. An individual may not assume or continue to exercise the powers and duties of the office to which that individual has been elected or appointed until the business's disclosure statement has been filed as provided in paragraph 1.

4. The District shall make the business disclosure

statements available to any individual upon request.

5. A District Board member or employee, shall, prior to acting in a manner that may impinge on public duty, including the award of a permit, contract, or license, disclose the nature of the private interest that creates the conflict. The Board member or employee shall make the disclosure in writing to the Montana Secretary of State, listing the amount of private interest, if any, the purpose and duration of the person's services rendered, if any, and the compensation received from the services or other information that is necessary to describe the interest. If the Board member or employee then performs the official act involved, the Board member or employee shall state for the record the act and a summary nature of the interest disclosed at the time of his or her performance of the act.

**V. Rules of Conduct for District Board Members and Employees:**

- (1) A District Board member or employee shall not:
  - (a) Disclose or use confidential information acquired in the course of official duties in order to further substantially the individual's personal economic interest; or
  - (b) Accept a gift of substantial value or of substantial economic value tantamount to a gift:
    - (i) that would tend to improperly influence a reasonable person and the person's position to depart from the faithful and impartial discharge of the person's public duties; or
    - (ii) that the person knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding the person for official action taken;
    - (iii) an economic benefit tantamount to a gift includes without limitation a loan at a rate of interest substantially lower than the commercial rate then currently prevalent for similar loans and compensation received for private services rendered at a rate substantially exceeding the fair market value of services. Campaign contributions reported as required by statute are not gifts or economic benefits tantamount to gifts.

- (A) except as provided in sub-section (iii)(B), a District Board member or District employee may not receive salaries from two separate public employment positions that overlap for the hours being compensated unless (1) the District Board member or employee reimburses the public entity for which the employee is absent for the salary paid or performing the function for which the Board member or employee is absent; or (2) the District Board member and District employee's salary from one employer is reduced by the amount of salary received from the other public employer in order to avoid duplicate compensation for the overlapping hours.
- (B) Sub-section (iii)(A) does not prohibit: (1) a District board member or employee from receiving income from the use of accrued leave or compensatory time during the period of overlapping employment.
- (C) In order to determine compliance with this sub-section (iii), the District Board member or employee shall disclose the amounts received from the two (2) separate public employment commissions to the Commissioner for Political Practices.

(2) A District Board member or employee shall not:

- (a) use public time, facilities, equipment, supplies, personnel, or funds for the Board member's or employee's private business purposes;
- (b) engage in a substantial financial transaction for the Board member's or employee's private business purposes with a person whom the Board member or the employee inspects or supervises in the course of official duties;
- (c) assist any person for a fee or other compensation in obtaining a contract, claim, license or other economic benefit from the District;
- (d) assist any person for a contingent fee in obtaining



a contract, claim, license, or other economic benefit from any state agency including the District;

- (e) except as provided below, perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which the Board member or employee either has a substantial interest or is engaged as counsel, consultant, representative, or agent; or
- (f) solicit or accept employment or engage in negotiations or meetings, to consider employment, with a person whom the Board member or employee regulates in the course of official duties without first giving written notification to the Board member or employee's supervisor or the chairman of the Board.

(3) A District Board member or employee shall not use public time, facilities, equipment, supplies, personnel or funds for any campaign activity persuading or affecting a political decision unless the use is:

- (a) authorized by law; or
- (b) properly incidental to another activity required or authorized by law, such as the function of an elected public official, the official staff, or the legislative staff in the normal course of duties.

(4) A District Board member or employee shall not engage in any activity, including lobbying, as defined in Mont. Code Ann. § 5-7-102 on behalf of an organization of which the Board member or employee is a member while performing the Board member or employee's job duties. The provisions of this section do not prohibit a Board member or employee from performing charitable fund raising activities if approved by the employee's supervisor, the chairman of the Board or authorized by law.

(5) Exception to Preserve Quorum: A District Board member may perform an official act notwithstanding the provisions of subsection (2)(e) if participation is necessary to the administration of a statute and if the Board member complies with the disclosure

procedures under Mont. Code Ann. § 2-2-131.

(6) Sub-section (2)(d) does not apply to a member of the Board unless the member is also a full-time public employee.

(7) Except as provided below at (8), a District Board member or an employee may not:

(a) Engage in a substantial financial transaction for the Board member's or employee's private business purposes with a person whom the Board member or employee inspects or supervises in the course of official duties; or

(b) Perform an official act directly and substantially affecting to an economic benefit a business or other undertaking in which the officer or employee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

(8) Exception to Preserve Quorum. Notwithstanding the provisions of paragraph (7), a member of the District's Board of Directors may perform an official act when the member's participation is necessary to obtain a quorum or otherwise enable the Board to act. The member shall disclose the interest creating the appearance of impropriety.

**RESOLUTION**

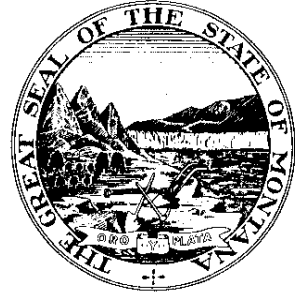
That on March 23, 1999, the Board of Directors for the Big Sky County Water and Sewer District No. 363 did hereby adopt the attached Conflicts of Interest Policy and authorize General Manager Ron Edwards to execute said Policy.

Wendell O. Ingraham  
WENDELL O. INGRAHAM, President

ATTEST:

Dee Rothschild  
DEE ROTHSCHILLER, Secretary

COMMISSIONER OF POLITICAL PRACTICES  
1209 Eighth Avenue  
Post Office Box 202401  
Helena, MT 59620-2401  
TELEPHONE: 406-444-2942  
FAX NUMBER: 406-444-1643  
WEBSITE: [www.politicalpractices.mt.gov](http://www.politicalpractices.mt.gov)



## INSTRUCTIONS (Revised 1/16) FORM D-1 BUSINESS DISCLOSURE STATEMENT

### WHO IS REQUIRED TO FILE A FORM D-1?

- statewide or state district elected officials
- candidates for statewide or state district offices;
- department directors; and
- individuals appointed to fill any of these offices.

### WHAT INFORMATION IS TO BE REPORTED?

In accordance with Montana Code Annotated § 2-2-106, the Business Disclosure Statement must provide the following information:

- name, address, and type of business of the individual;
- type of business in which currently engaged or formerly engaged prior to election or appointment;
- each present or past employing entity from which benefits, including retirement benefits, are currently received by the individual;
- each business, firm, corporation, partnership, and other business or professional entity or trust in which the individual holds an interest;
- each additional entity in which the individual is an officer or director, including not for profit entities; and
- all real property, other than a personal residence, in which the individual holds an interest; real property may be described by general description.

#### Not reportable are interests of the following nature:

- *personal property not held for use or sale in a trade or business or for investment purposes, such as personal vehicles or household furnishings;*
- *cash surrender value of any insurance policy or annuity;*
- *bank deposits, including checking or savings accounts or certificates of deposit not held for use in a trade or business; and*
- *securities issued by any government or political subdivision.*

### WHEN MUST A FORM D-1 BE FILED?

- Statewide or state district elected officials or department directors: prior to December 15 of each even-numbered year;
- **Candidates for statewide or state district offices: within five (5) days of the time the candidate files for office; and**
- Individual appointed to any of the above offices: at the earlier of the time of submission of the person's name for confirmation or the assumption of office.

### WHERE MUST A FORM D-1 BE FILED?

Form D-1 is to be filed with the Commissioner of Political Practices at the above address.



**FORM D-1 BUSINESS DISCLOSURE STATEMENT, PAGE 2**

**9. OTHER BUSINESS INTERESTS**

List each business (corporation, partnership, or other business or professional entity or trust) in which you hold an interest that currently is valued at \$1,000 or more. (Attach a list if necessary)

- A "business interest" DOES include ownership of any security, equity, or evidence of indebtedness in any business corporation or other entity. If the security is a privately held corporation, list the name and address of the corporation. If the security is a corporation listed on a regulated stock exchange, list the name of the corporation; no address is required. If the security is held in a mutual fund, unit investment trust, or real estate investment trust, list the name of the fund or trust and NOT the individual name of the corporation; no address is required.
- A "business interest" DOES NOT include ownership of personal property not held for use or sale in a business or for investment (vehicles/household furnishings), cash surrender value of any insurance policy or annuity, bank deposits or certificates of deposit if not held for use in a business, and securities issued by any government or political subdivision.

Name of Business \_\_\_\_\_

Address \_\_\_\_\_ Type of Business \_\_\_\_\_  
(City, State, Zip Code)

.....  
Name of Business \_\_\_\_\_

Address \_\_\_\_\_ Type of Business \_\_\_\_\_  
(City, State, Zip Code)

.....  
Name of Business \_\_\_\_\_

Address \_\_\_\_\_ Type of Business \_\_\_\_\_  
(City, State, Zip Code)

.....  
Name of Business \_\_\_\_\_

Address \_\_\_\_\_ Type of Business \_\_\_\_\_  
(City, State, Zip Code)

.....  
Name of Business \_\_\_\_\_

Address \_\_\_\_\_ Type of Business \_\_\_\_\_  
(City, State, Zip Code)

**10. REAL PROPERTY**

List all property (*other than one personal residence*) in which you hold an interest, if that interest currently has a fair market value of \$1,000 or more. An "interest" includes a fee, life estate, joint or common tenancy, leasehold beneficial interest (through a trust), option to purchase, or mineral or royalty interest. (Attach a list if necessary)

General Description of Property \_\_\_\_\_

Nature of Interest Held in the Property \_\_\_\_\_

.....  
General Description of Property \_\_\_\_\_

Nature of Interest Held in the Property \_\_\_\_\_

.....  
General Description of Property \_\_\_\_\_

Nature of Interest Held in the Property \_\_\_\_\_

.....  
General Description of Property \_\_\_\_\_

Nature of Interest Held in the Property \_\_\_\_\_



**10. REAL PROPERTY, Continued**

General Description of Property \_\_\_\_\_

Nature of Interest Held in the Property \_\_\_\_\_

General Description of Property \_\_\_\_\_

Nature of Interest Held in the Property \_\_\_\_\_

General Description of Property \_\_\_\_\_

Nature of Interest Held in the Property \_\_\_\_\_

**11. ASSOCIATION WITH OTHER ENTITIES**

List each additional entity in which you are an OFFICER or DIRECTOR; include both for-profit and not-for-profit entities. (Attach a list if necessary)

Name of Organization \_\_\_\_\_ Office Held \_\_\_\_\_

Address \_\_\_\_\_  
(City, State, Zip Code)

Name of Organization \_\_\_\_\_ Office Held \_\_\_\_\_

Address \_\_\_\_\_  
(City, State, Zip Code)

Name of Organization \_\_\_\_\_ Office Held \_\_\_\_\_

Address \_\_\_\_\_  
(City, State, Zip Code)

Name of Organization \_\_\_\_\_ Office Held \_\_\_\_\_

Address \_\_\_\_\_  
(City, State, Zip Code)

Name of Organization \_\_\_\_\_ Office Held \_\_\_\_\_

Address \_\_\_\_\_  
(City, State, Zip Code)

**CERTIFICATION**

*I declare under penalty of perjury and under the laws of the state of Montana that the foregoing is true, complete and correct.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date and place

**FORM MAY BE REPRODUCED**

Notice: you must follow up with a signed hard copy to CPP. Delivery receipt of this form will appear in your email. For further guidance, contact CPP at (406) 444-2942. (Internet Explorer is recommended)





CANYON STUDY AREA BOUNDARY

\* BIG SKY WRRF

WEST FORK GALLATIN RIVER

LONE MTN TRAIL

SOUTH FORK WEST FORK GALLATIN RIVER

BIGHORN CENTER

CANYON STUDY AREA BOUNDARY

### PROJECT BENEFITS

- 1 Protect Gallatin River
- 2 Protect drinking water
- 3 Facilitate higher density workforce housing while mitigating resource intensive urban sprawl

QUARRY PUD & WORKFORCE HOUSING

GALLATIN RIVER

LAZY J UTILITY ASSOCIATION

### RECHARGE + REUSE

- "Purple Pipe" (aka non-potable re-use) network of high quality effluent from Big Sky's new Water Resource Recovery Facility (WRRF) \*

### WASTEWATER COLLECTION SYSTEM

- Existing septic & wastewater systems contribute 5000 lbs of nitrogen to the Gallatin River annually.  
 - Central collection reduces human health risks and nutrient loading to the Gallatin River by retiring old septic systems.

BUCK'S T-4

RAMSHORN SUBDIVISION

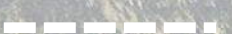
191

OPHIR SCHOOL

CANYON STUDY AREA BOUNDARY



PROPOSED LIFT STATIONS



PRELIMINARY SEWER SERVICE AREA



CURRENT GCWSD



EXISTING DRAINFIELDS AND/OR FUTURE RECHARGE GALLERIES





September 24, 2021

Client: Gallatin Canyon County Water & Sewer District  
ATTN: Scott Altman  
PO Box 16095  
Big Sky, MT 59716

RE: Letter Agreement for Professional Services – Standard Fee Rates  
Project Description: District Administration, Funding and Preliminary Engineering

Dear Scott:

WGM Group, Inc. (WGM) appreciates the opportunity work with the Gallatin Canyon County Water and Sewer District (District).and continue to advance that Gallatin Canyon sewer project. The below scope and budget include district administration support 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.

**SCOPE OF WORK**

**Task 1: District Administration \$8,800**

General consultation and support to develop District by-laws, Board election, roles & responsibilities, infrastructure purchase agreement form(s), connection and annexation agreement forms, among other items (see Appendix A-1 of the Canyon Feasibility Study for example forms and to-do-list items). Develop management and administration tools such as website development, billing, accounting, secretarial record keeping and general compliance with District obligations. Attendance and general assistance with quarterly Board meetings including agenda development, presentation(s) and recording meeting minutes.

**Task 2: Funding and Outreach \$9,200**

Big Sky ARPA Funding Committee (District, BSRAD and BSCWSD stakeholders) meetings attendance, preparation of ARPA application funding application, 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 \$7,000**

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.

#### **ADDITIONAL SERVICES**

Services not specifically described in the tasks above are not included.

#### **FEE ESTIMATE**

Our fees will be billed on a time and materials basis. Work would only commence upon Client authorization of individual tasks identified above and associated budget estimates. Fees are valid through August 2022 and may need to be adjusted if the project extends beyond this date.

**SERVICES AGREEMENT**

WGM agrees to provide services on a time and materials basis for the above-referenced project per the attached standard rates (Exhibit A). All work will be performed in accordance with generally accepted standards of professional care.

Invoices will be prepared monthly from actual time worked by personnel assigned to the project plus direct expenses using our standard rates, which are subject to change annually. Client agrees to pay invoices in full within 30 days of the invoice date, or contact us if our services are not satisfactory. Interest at the rate of 0.833% per month (10% per annum) will be added to unpaid invoices after 30 days and WGM may, without liability, terminate service. Payments will be credited first to interest and then to principal.

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

WGM looks forward to working with you on this project. If the terms of this agreement are acceptable, please sign this letter in the space provided below and return a copy to us.

Sincerely,  
WGM Group, Inc.



**Mace Mangold, LEED AP, PE**  
Senior Project Engineer

Client: Gallatin Canyon County Water & Sewer District

\_\_\_\_\_  
(sign)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(title)

## Exhibit A

### Standard Rates - 2022



Staff Type		Rate	
210	Senior Principal Engineer	Hour	\$ 218.00
215	Senior Consultant	Hour	\$ 176.00
220	Principal Engineer	Hour	\$ 184.00
230	Senior Project Engineer	Hour	\$ 166.00
240	Project Engineer	Hour	\$ 144.00
250	Senior Traffic Engineer	Hour	\$ 170.00
265	Senior Transportation Engineer 2	Hour	\$ 182.00
280	Staff Engineer/E.I.	Hour	\$ 127.00
283	Engineer Technician 3	Hour	\$ 121.00
284	Engineer Technician 2	Hour	\$ 103.00
285	Engineer Technician 1	Hour	\$ 95.00
290	Seasonal Intern	Hour	\$ 71.00
310	Principal Planner	Hour	\$ 218.00
312	Senior Land Planner	Hour	\$ 148.00
314	Land Planner	Hour	\$ 132.00
316	Planning Technician	Hour	\$ 100.00
320	Senior Landscape Architect/Planner	Hour	\$ 160.00
330	Senior Landscape Architect	Hour	\$ 182.00
340	Landscape Architect 2	Hour	\$ 130.00
350	Landscape Architect 1	Hour	\$ 112.00
353	Graphic Designer	Hour	\$ 115.00
354	Landscape Intern	Hour	\$ 71.00
355	Landscape Designer	Hour	\$ 88.00
447	Senior Environmental Engineer	Hour	\$ 166.00
448	Scientist 2	Hour	\$ 108.00
450	Senior Hydrologist	Hour	\$ 193.00
451	Hydrologist 1	Hour	\$ 108.00
452	Environmental Engineer	Hour	\$ 144.00
453	Senior Geologist	Hour	\$ 182.00
454	Senior Scientist	Hour	\$ 166.00
456	Geologist	Hour	\$ 130.00
460	Water Resource Specialist 3	Hour	\$ 156.00
465	Water Resource Specialist 2	Hour	\$ 149.00
466	Water Resource Specialist 1	Hour	\$ 130.00
470	Water Right Technician / GIS Analyst	Hour	\$ 122.00
471	Water Right Technician	Hour	\$ 97.00
475	GIS Specialist	Hour	\$ 105.00
507	QA/QC Representative	Hour	\$ 166.00
508	Senior Construction Project Manager	Hour	\$ 166.00
510	Construction Project Manager	Hour	\$ 156.00
512	Project Representative	Hour	\$ 149.00
514	Resident Project Representative 1	Hour	\$ 130.00
520	Senior Land Surveyor	Hour	\$ 170.00
525	Land Surveyor 3	Hour	\$ 156.00
527	Land Surveyor 2	Hour	\$ 147.00
530	Land Surveyor 1	Hour	\$ 137.00
540	Staff Surveyor/ L.S.I	Hour	\$ 124.00
550	Survey Technician	Hour	\$ 116.00
560	Survey Crew Chief	Hour	\$ 127.00
580	Two Person Crew	Hour	\$ 186.00
590	Three Person Crew	Hour	\$ 218.00
600	CADD Technician	Hour	\$ 89.00
605	CADD Drafter	Hour	\$ 103.00
610	Senior CADD Drafter	Hour	\$ 122.00
710	Project Assistant 2	Hour	\$ 105.00
715	Project Assistant 1	Hour	\$ 92.00
730	Admin. Assistant	Hour	\$ 82.00
790	Accountant	Hour	\$ 137.00

### Expert Witness Rates

950	EW Senior Principal Engineer	Hour	\$ 475.00
955	EW Principal Engineer	Hour	\$ 360.00
960	EW Other	Hour	\$ 260.00



### Project Expenses

Consultants, Contractors	Cost +10%
Direct Expenses (Submittal fees, etc.)	Cost
Postage/Shipping	Cost

### Copies & Prints

Sheet (no color)	Each	\$	0.15
Sheet (color, letter or legal)	Each	\$	1.00
Sheet (color, 11x17)	Each	\$	1.50
Paper Roll Stock (black/white)	Sq. Ft.	\$	0.32
Paper Roll Stock (color)	Sq.Ft.	\$	0.64
Mylar Roll Stock	Sq.Ft.	\$	3.00

### Software

-	Software Tech Fee	Hr	\$	4.00
950C	Adobe Creative Cloud			
950G	ArcGIS			
950A	AutoCAD			
950L	Lumion 3D Rendering			
950M	MicroStation			
950S	SIDRA			
950U	SketchUp			
-	Software Tech Fee	Hr	\$	5.00
950T	AutoTURN			
950F	Land F/X			
950H	GeoHECRAS			
950I	InfoSWMM	Hr	\$	8.00
955	VG4D Smart LiDAR	Hr	\$	30.00
950P	Pix4D	Pjct	\$	250.00

### Travel Per Diem

Mileage - All Vehicles	Mile	\$0.56
Meals Full Day	Day	Federal Rate
Meals First & Last Day of Travel	Day	Federal Rate
Lodging		Cost

### Survey

GNSS Rover	Day	\$	140.00
GNSS Base & Rover	Day	\$	265.00
Robotic Total Station	Day	\$	225.00
Depth Sounder Only	Day	\$	150.00
Depth Sounder with Boat	Day	\$	350.00
HyDrone	Day	\$	750.00

### Other

USB Drive	Each	\$	10.00
Garmin Handheld GPS	Day	\$	10.00
Construction Camera	Day	\$	100.00
Aerial Drone	Day	\$	500.00
Trimble GPS R1	Day	\$	75.00
Trimble GPS R1	Week	\$	200.00
Traffic Counting Device	Day	\$	30.00
Wildlife Camera	Month	\$	100.00
Tubing	Ln Ft	\$	0.60
Decontamination Kit	Kit	\$	40.00
Water Level Meter	Day	\$	35.00
Interface Probe	Day	\$	70.00
Flow Meter	Day	\$	75.00
Combo Meter	Day	\$	80.00
Ultrasonic Flow Meter	Day	\$	300.00
Shallow Groundwater Sampling Pump	Day	\$	60.00
Deep Groundwater Sampling Pump	Day	\$	100.00
Disposable Bailers	Unit	\$	15.00
Water Level Data Logger/Cables/Accessories	Day	\$	120.00
	Week	\$	500.00
	Month	\$	1,500.00