



PUBLIC MEETING MINUTES

Wednesday August 21st, 2024, 10:30 am

This meeting was held via zoom only

I. Regular Board Meeting Public Forum

A. Call to Order/start recording

Altman called the meeting to order at 10:33. Altman, Olsen, and Wilson were present, making quorum.

B. Revise July 17th Meeting Minutes- *Action*

Olsen moved to approve the July 17th minutes as presented. Altman seconded. There was no further discussion. The motion passed unanimously.

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

None.

D. Disclosure of Conflict of Interest on any agenda items – *Discuss*

None.

II. New Business

A. Board member updates and correspondence – *Discuss*

None from the board members. WGM reiterated BSRAD coordination. BSRAD is planning a large-scale community capital improvement plan – sewer projects can be incorporated into this. There should be lots of upcoming coordination to get this going. Danny at BSRAD wants to keep it to projects that will be spent out by 2027 (for the current effort), therefore, Canyon Water has not been included to date. The recently prepared funding memorandum will largely inform the ask. Future board coordination will be needed. The joint committee has been discussing how to use the current \$12M and will likely be looking for additional funding to cover the increased costs of the Highway 64 construction. Olsen clarified that the BSCWSD treatment plant's capacity is not as free as originally thought. Physical capacity is there, but DEQ will need additional documentation to justify allocating the full capacity. This may require extra funds from BSRAD. Commitments to protecting treatment capacity for the GCCWSD need to be formalized soon.

Chad brought up that a deviation request to reduce the flow allocated per hookup will reduce the capacity used by the BSCWSD enough to cover the planned GCCWSD. GCCWSD could contribute to the BSCWSD WRRF Upgrade Phase 2 but should not be responsible for the full thing. DEQ coordination on all this should be ongoing as well. Paper versus physical allocation of capacity need to be clarified with AE2s, BSCWSD and DEQ. The deviation request will be submitted soon – DEQ will then have 60 days to review.

Altman and WGM met with DEQ in person and overviewed the project and framed it as a priority project for Big Sky and asked how to ease the permitting process. The initial discharge permit application should be submitted in early September. Then a biweekly meeting can be established between the project team and DEQ to help increase communication so issues can be addressed as they come up, rather than all after the fact. A CMGC/design build process that can help speed up the construction/final design was discussed – DEQ is open to this process. Seems like DEQ is excited about the project.

Their process is getting litigated – don't be surprised if that happens to this project.

B. Board Member Appointments – Discuss, maybe Action

Letters of interest in serving on the board were included in the board packet. Stuart Goldberg (resident and property owner) and Joe Cobb (represents the group that bought the trailer court) are the only applicants. Olsen suggested waiting a month to give Wilson more time to absorb information and act. Wilson asked if there has been outreach to let people know that there is an opportunity to join the board. There has been. Altman clarified that these positions are only for one year, until the next local gov election cycle. Wilson requested an on-boarding packet be compiled, with bylaws, work-to-date summaries, etc.

There is not huge urgency on appointing the next people. Altman would like the bigger board to have more support for subcommittee tasks, etc. DePuy clarified that some subcommittee meetings still need to be public.

Olsen and Altman will be up for election in May as well.

Altman moves to appoint Stuart Goldberg and Joe Cobb to fill the new vacant board positions through the May 2025 election cycle. Olsen seconded. No further discussion. The motion passed unanimously.

C. New Board Member Oaths of Office – Action

The Gallatin County Elections office will be notified of the new appointments and provide oaths of office to be signed by the new members and notarized.

D. Appointment of board officers for the new Fiscal Year – Action

Olsen and Altman are happy to continue in their roles. The third position is Treasurer.

Wilson is ok taking that position.

Wilson moved to reelect Altman as president, Olsen as Vice-president and Wilson as Treasurer. Olsen seconded. There was no discussion. The motion passed unanimously.

E. Annexation Petitions Review and Potential Annexation Ordinance and/or rejection resolution – Action

None.

F. Canyon Sewer Project Updates – Discuss

a. Funding

WGM Group presented:

There is about a \$30M funding gap. The recent funding technical memorandum was reviewed briefly. The joint committee discussed this and seemed to like the TEDD/TIFF option to pay back private investment or public debt service. Talking with Ryan Graff (AE2S), about \$10M scale loan from SRF would be a good target. SRF can have federal building requirements attached. BSRAD is very supportive of the project and there is good hope to get additional funding from them for this project. The Joint Committee will continue to discuss all of this. BSRAD wants other funding sources to be pursued.

This will be a big focus in the next year.

Wilson asked for clarification around the project cost breakout. The Treatment capacity cost still needs to be negotiated. It could potentially be paid incrementally rather than all at once.

When the BSCWSD treatment plant is expanded, there will likely be additional costs to GCCWSD.

Olsen and Scott clarified that existing connection costs will try to be reduced as much as possible.

Additional funding info will be provided at the next meeting.

b. Schedule

WGM presented a draft schedule (see attached). Design is currently progressing from 30% to 60% benchmarks. Securing easements are a current priority. Better understanding the MDT roundabout project and potential impacts on the Sewer Project are also another important next step. Securing easements through the Kalistead land would greatly ease the project.

c. Discharge Permitting

DEQ has been decently involved to date. With a discharge permit application submitted in the next month or so, DEQ coordination will increase even more. Additional data collection will likely be required to refine analyses, focused specifically on the proposed discharge sites.

Flow projections are being refined, this will be memorialized in an upcoming design report. There are several design alternatives, as discussed at previous meetings.

A CMGC approach is recommended – that could begin pretty soon to get early contract input on design.

Altman asked for more information about the CMGC process. The board would establish a CMGC procedure, similar to MDT's. Cody Thorson (WGM) presented on this process. An RFQ would be published. Several firms could be short listed. Then an RFP would be published. After interview (typical but not required) and cost proposal, a firm can be selected. This can move pretty quickly. This can happen pretty early in the design process and aid in value engineering. There will also be better cost estimates throughout which aids funding. This is about 1-2 years faster than standard processes. WGM recommends starting this before 60% design is hit, earlier the better.

Olsen thinks it looks like a great process.

WGM thinks there will be lots of interest from the contractors for this project.

Altman would like this on the next meeting agenda, if possible. A board resolution justifying the use of this process will be needed. Tara will draft this.

A CMGC expert has shown interest in contracting to help guide this process.

Some funding requirement deadlines are approaching at the end of September to retain eligibility.

There is \$200k earmarked for Ramshorn. If Ramshorn isn't connecting in Phase 1, GCCWSD can try to coordinate with the County by the end of the year to get that allocated to another task.

The other county ARPA deadlines should be fine to meet.

Expiration dates are being tracked.

Construction should start in 2026 or 2027.

Special working sessions, beyond these regular board meetings will be needed soon to help inform design in more detail, with more board input.

Tara clarified that if committees make any decisions of public interest, they need to be public.

The next year will have additional data collection for discharge permitting and documenting net nutrient reduction for both phase 1 and 2.

G. Discharge Letter of Intent – Action

To accompany the Discharge permit application, letters of intent from the properties with proposed discharge are going to be pursued. Design is not far along enough to ask for easements, but this will show some level of commitment from the land owners to allow GCCWSD use of their lands.

Tara prepared this document. Altman and Olsen and Wilson are comfortable with it. It is non-binding.

Altman moved to approve this letter of intent and authorize WGM Group to use it for landowner coordination. Olsen seconded. There was no further discussion. The motion passed unanimously.

H. Work Order 2 – 30% Design - Contract Amendment/additional geotech – Action

The drilling is done. Additional bores will likely be needed.

TD&H had issues with utility locates and avoiding utilities and boulders which increased costs. Monitoring wells installation also increased price. WGM group negotiated costs down a bit, but it is still more than expected. Additional geotechnical field work will be required. County ARPA contingency funds can be used to cover this increase.

Olsen moved to approve the Work Order Contract Amendment as presented. Altman seconded. There was no further discussion. The motion passed unanimously.

I. Work Order 5 – Discharge Permitting - Contract Amendment/additional sampling – Action

BSRAD feasibility funded tasks are complete. This is setting things up for the next fiscal year.

This Work Order is tied to contracting Peak Water Systems to characterize existing wastewater strength to better justify the net nutrient reduction analysis. This included WGM coordination as well. Land owner coordination is completed as well.

Altman moved to accept Work Order 5 Contract Amendment as presented. Olsen seconded. There was no further discussion. The motion passed unanimously.

J. Work Order 6a – FY25 Grant Administration – Action

These mirror last year's contracts. This will continue the work for the next year. This is based on time and materials. If it is completed quicker, the District pays less.

Altman moved to approve Master Services Agreement Work Order 6a as presented. Olsen seconded. There was no further discussion. The motion passed unanimously.

K. Work Order 6b – FY25 District Administration – Action

This work order is a catch all coordination to keep the District going, not necessarily sewer project related. This should be less than last year.

Wilson moved to approve Work Order 6b as presented. Altman seconded. There was no further discussion. The motion passed unanimously.

L. Water PER Updates – Discuss

Tabled.

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

The invoices and associated draw requests were reviewed, along with the remaining funds from each pot of funds.

Altman moved to approve the BSRAD and ARPA Draw Requests and Invoice Payment as presented.

Olsen seconded. There was no further discussion. The motion passed unanimously.

III. Old Business

A. CMGC procurement process – Discuss

Discussed above.

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

None.

V. Next Meeting Planning

A. Date & Draft Agenda – Discuss

a. Project details working sessions

Not discussed.

b. September special meeting

The next meeting is scheduled for Wednesday September 11th, 10:30 am, Zoom only.

VI. Adjourn



Minutes Drafted by: Michelle Pond, WGM Group

Minutes Approved:

Signed: Scott Altman, Board President

A blue ink signature of Scott Altman, consisting of a stylized 'S' followed by a horizontal line.

Attested: Jessica Martin-Trulen, GCCWSD Secretary

A blue ink signature of Jessica Martin-Trulen, featuring a stylized 'JMT' followed by a horizontal line.

GCCWSD MEETING ATTENDANCE SHEET

10:30 AM; August 21st 2024; Zoom Only



#	Name	Affiliation	Contact	Remote Attendance?
1	Michelle Pond	WGM Group	Mpond@wgmgroup.com	X
2	Mace Mangold	WGM Group	mmangold@wgmgroup.com	X
3	Scott Altman	GCCWSD Board	orock9530@me.com	X
4	Jon Olsen	GCCWSD Board	jolsen@lonemountainland.com	X
5	Shane Strong	AE2S	sstrong@wgmgroup.com	X
6	Tara DePuy	GCCWSD Legal	attorney@riverworks.net	X
7	Stuart Goldberg	Newly Appointed GCCWSD Board Member	Stuart925@gmail.com	X
8	Kelsey Wagner	AE2S	kelsey.wagner@ae2s.com	X
9	Abby Indreland	WGM Group	aindreland@wgmgroup.com	X
10	Chad Wilson	New GCCWSD Board Member	Chad.wilson@bigskyresort.com	X
11	Robin Thedock			X
12	Cody Thorson	WGM Group	cthorsen@wgmgroup.com	X



PUBLIC MEETING AGENDA

Wednesday August 21st, 2024, 10:30am

This meeting will be held via zoom only

<https://us06web.zoom.us/j/86203847066?pwd=bv0jcFd9aw6eLoSCutbKUIcH18b9Ak.1>

(see next page for call in details)

- I. **Regular Board Meeting Public Forum**
 - A. Call to Order/start recording
 - B. Revise July 17th Meeting Minutes- *Action*
 - C. Public comment on relevant non-agenda items – *Discuss*
 - D. Disclosure of Conflict of Interest on any agenda items - *Discuss*

- II. **New Business**
 - A. Board member updates and correspondence – *Discuss*
 - B. Board Member Appointments – *Discuss, maybe Action*
 - C. New Board Member Oaths of Office – *Action*
 - D. Appointment of board officers for the new Fiscal Year - *Action*
 - E. Annexation Petitions Review and Potential Annexation Ordinance and/or rejection resolution – *Action*
 - F. Canyon Sewer Project Updates – *Discuss*
 - a. Funding
 - b. Schedule
 - c. Discharge Permitting
 - G. Discharge Letter of Intent - *Action*
 - H. Work Order 2 – 30% Design - Contract Amendment/additional geotech – *Action*
 - I. Work Order 5 – Discharge Permitting - Contract Amendment/additional sampling – *Action*
 - J. Work Order 6a – FY25 Grant *Administration* - *Action*
 - K. Work Order 6b – FY25 District Administration - *Action*
 - L. Water PER Updates – *Discuss*
 - M. BSRAD and ARPA Draw Requests and Invoice Payments – *Action*

- III. **Old Business**
 - A. CMGC procurement process – *Discuss*

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

- V. **Next Meeting Planning**
 - A. Date & Draft Agenda – *Discuss*
 - a. *Project details working sessions*
 - b. *September special meeting*

- VI. **Adjourn**



Public comment is encouraged before all non-emergency non-ministerial actions.

www.gallatincanyonwsd.com

Join Zoom Meeting

<https://us06web.zoom.us/j/86203847066?pwd=bv0jcFd9aw6eLoSCutbKUIcH18b9Ak.1>

Meeting ID: 862 0384 7066

Passcode: 809499

One tap mobile

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+17193594580,,86203847066#,,,,*809499# US

Dial by your location

- **+1 669 900 6833 US (San Jose)**
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- **+1 253 215 8782 US (Tacoma)**
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 - **+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**
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- **+1 929 205 6099 US (New York)**
- **+1 301 715 8592 US (Washington DC)**
 - **+1 305 224 1968 US**
 - **+1 309 205 3325 US**
- **+1 312 626 6799 US (Chicago)**

Meeting ID: 862 0384 7066

Passcode: 809499

July 12, 2024

Mace,

After our discussion just now about my interest in serving on the Gallatin Canyon WSD Board of Directors, I thought that I would share a few things about me and the perspective I would bring to the board. While I believe a board made of real estate professionals is inherently problematic, I also understand that board members must own property and that most of us are looking at some type of development when sewer is available. Still, I believe board members should be locals and live in our community. Aside from being local, I hope that other parts of my story make me a qualified applicant.

I moved to Montana in 1993 and live with my wife, two teenage children, and three dogs. We have been visiting Big Sky since 1998 and moved to Big Sky full-time in 2014. I have bachelors degrees in History and Fine Art, and I am a fisherman and a skier. I love extended river trips and have floated a lot around the state. Clean water is my passion. I served on the Board of the Clark Fork Coalition in Missoula for six years, participating in two strategic planning weekends and helping the organization as our annual budget grew from \$335,000 to over \$1.2M.

In 1998, I started Northern Lights Development with one partner, and we pursued a number of small conservation/development projects in western Montana over the course of 15 years. Since then, I have purchased a few properties in Big Sky and manage them as rentals. Whatever we decide to do with our property on Gallatin Road, it will be the last project of my career.

I'm happy to discuss my candidacy with whomever on the Board may be interested.

Thanks very much,

Stuart Goldberg
PO Box 161734
Big Sky, MT 59716



Gallatin Sewer <gallatincanyonwsd@gmail.com>

RE: new board member consideration - Joe Cobb

Joe Cobb <josephcobb@gmail.com>
To: gallatincanyonwsd@gmail.com

Tue, Jun 18, 2024 at 3:05 PM

Dear GCCWSD Board,

I hope this message finds you well.

I am writing to formally express my interest in serving on the Gallatin Canyon County Water and Sewer District (GCCWSD) Board. After thoughtful consideration and reflection on the mission and vision of GCCWSD, I am enthusiastic about the prospect of contributing my expertise and passion to furthering its goals.

Professional Background: With over 23 years of experience in real estate and development, I feel I have a skill set that would align well with the responsibilities and strategic direction of the board. My background in commercial real estate and development projects in Bozeman, coupled with past board positions, has equipped me with the tools necessary to offer insights and guidance during the annexation and service agreement stages of the project. I have served multiple terms on the Bozeman Chamber of Commerce and am a founding member of the Bozeman Development Consortium. Throughout my career, I've been deeply engaged with numerous development projects, collaborating across various departments within the City of Bozeman, Gallatin County, and the State of Montana.

As a partner in the future development of the Riverside Trailer Park, I am particularly drawn to GCCWSD's commitment to expanding sewer and water capacities in the Canyon. This not only helps mitigate the negative impact on the Gallatin River but also contributes to a beneficial smart-growth plan for further development throughout the Canyon.

If granted the opportunity to serve on the board, my primary objectives would be to:

- Continue efforts on annexing property owners in the Canyon District.
- Assist with the service agreement initiatives.

- Foster relationships with individual parcel owners and coordinate the service agreement efforts with them.
- Maintain budget oversight of the project with a focus on fiscal planning and responsibility.
- Promote an inclusive and collaborative board culture to better harness its vision.

In conclusion, I believe that my professional experience, coupled with my dedication to GCCWSD's mission, would make me a valuable addition to the board. I am excited about the possibility of contributing to the continued success and impact of this Board's current and future efforts.

Thank you for considering my application. I would be delighted to discuss my candidacy further at your convenience.

Kind regards,

Joe Cobb

[2880 Technology Blvd. West Ste. 195](#)

Morrison & Maierle Building

Bozeman, Montana 59718

406.579-2999

JosephCobb@gmail.com



MITCHELL
DEVELOPMENT & INVESTMENTS, LLC

WORK ORDER #2 – AMENDMENT #1


PROJECT TITLE: Canyon Sewer Engineering
CLIENT: Gallatin County Canyon Water and Sewer District
WGM GROUP PROJECT NUMBER: 220724.2 – Work Order #2 30 Percent Engineering

As stated in the Master Services Agreement (Agreement) for the above-referenced client dated March 31, 2023, 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 additional scope and fee associated with amended services for Work Order #2. 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.

AMENDMENT SERVICES:

Additional services are required for the geotechnical subsurface investigation associated with this work order. Services include contracting with a private utility locating service, hiring a contractor to provide hydro-excavation services for potholing prospective bore holes to ensure no utility conflicts, completing deeper geotechnical borings, adding two bores with monitoring wells for groundwater data acquisition to aid disposal permitting work, and additional field time exploring and relocating acceptable boring locations to avoid existing utilities and provide acceptable working platforms for the driller and rig. The estimated fee for these additional services is \$42,000.00.

WGM Group, Inc. Acceptance of Amendment:

Mace Mangold Senior Project Engineer	 (sign)	8/15/2024 (date)
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Client Authorization to Proceed with Work as Amended:

Scott Altman GCCWSD President	(sign)	(date)
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WORK ORDER #5 – AMENDMENT #1

PROJECT TITLE: Canyon Sewer Engineering
CLIENT: Gallatin Canyon County Water & Sewer District
WGM GROUP PROJECT NUMBER: 220724.5

As stated in the Master Services Agreement (Agreement) for the above-referenced client dated March 31, 2023, 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 additional scope and fee associated with amended services for Work Order #5. 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.

AMENDMENT SERVICES:

WGM will work with subconsultant Peak Water Systems to complete a survey to enable the collection of pertinent information related to existing wastewater discharge systems in the Big Sky area that may be incorporated into the GCCWSD. The estimated budget for these services is \$30,000 to be billed on a time and materials basis per the executed Work Order #5.

Exclusions: This amendment does not include services to install flow meters on select existing systems for monitoring daily flow to supplement sample quality data. The fee for this service will be proposed as a separate amendment once initial site visits are complete and an estimate can be better quantified after review of existing conditions.

WGM Group, Inc. Acceptance of Amendment:

Mace Mangold, PE, LEED AP

Vice President/Senior Project Engineer

_____ (sign)

_____ (date)

Client Authorization to Proceed with Work as Amended:

Scott Altman

District Board President

_____ (sign)

_____ (date)



EXHIBIT A

Corporate Office
81 Gold Miner Lane
Unit A
Belgrade, MT 59714
www.peakwaterservices.com

February 21, 2024

To: WGM Group - Abby Indreland, PE
Re: Gallatin Canyon Sewer District - Preliminary Survey of Existing Systems

The following document describes the intended scope of an initial site survey to be conducted by Peak Water Services (PWS) along the development corridor adjacent to the Gallatin River near Big Sky, MT. This survey will enable the collection of pertinent information related to existing wastewater discharge systems that would be incorporated into the proposed Gallatin Canyon Sewer District (GCSD). This information will be used by WGM Group and the GCSD to make informed decisions on how best to manage wastewater in the canyon with future expansion and ultimately reduce nitrogen in the Gallatin River.

Site Survey Outline - Assessment of existing septic systems including the following:

- Locating, mapping, and inventorying existing system infrastructure (septic tanks, drainfields, etc.)
- Qualitative inspection of the condition of system components (evaluation of controls, tanks, accessories. Identifying potential failures such as surface water or ground saturation over drainfields)
- Perform influent sampling in the septic tank to characterize raw wastewater loading
- Performing effluent sampling in the dose tank and analysis to better characterize biological and nutrient strengths of discharge wastewater
- Record system flow rates if available
- Provide a brief report of individual system condition and performance as well as overall location map

PWS plans to locate and map existing infrastructure with Diamond Maps a simple cloud-based GIS/Mapping application designed to help municipalities and rural utilities map their sewer and water infrastructure and track maintenance. PWS will provide access through our account to a regional overview that identifies each system and the collected data. If at a later date the GCSD would like to move the map information to a District account, the data will be transferred and a subscription license made available.

Influent and effluent samples will be analyzed for the following:

- pH Minimum
- pH Maximum
- Total Suspended Solids (TSS)
- Biochemical Oxygen Demand (BOD)
- Oil & Grease
- Chlorine, Total Residual (TRC)
- Escherichia Coli
- Ammonia, Total, as N
- Kjeldahl Nitrogen, Total, as N (TKN)
- Nitrate + Nitrite, as N
- Phosphorus, Total, as P
- Total Dissolved Solids
- Specific Conductivity
- Chloride

13 total potential sites, prioritize 8 sites

PWS proposes to perform the survey on a fixed price per-day basis. As many systems as possible will be completed per trip, in an effort to maximize efficiency. PWS estimates that we will be able to perform 2-3 surveys per day depending on the site specific conditions. The cost of mobilization is included in the daily price. The overall number of systems and specific regions of priority are to be provided by WGM Group.

$[8 \text{ sites} / 2/\text{day} \times \$2,250/\text{day}] + [(2 \text{ samples}/\text{site} \times \$600/\text{sample}) \times 8 \text{ sites}] \times 1.15 = \$20,040$

By signing this letter, you agree that the site survey outline laid out above will proceed at the fixed price per day rate of \$2,250, the cost of sample analysis by Energy Laboratories or Bridger Analytical will be PWS cost plus 15%.

PWS can source and coordinate the installation of the flow meters on pressurized lines from the dose tank to the existing drain fields. In order to do this successfully, PWS will need to conduct site visits at each location requiring a flow meter to ensure all of the proper materials are procured. Pricing for the flow meters and additional material will be completed outside of the scope of this contract and provided in a separate quote after the site visits are complete.

If this approach is acceptable, please sign below and return this letter as a notice to proceed with this work.

Customer Signature

Date

MASTER SERVICES AGREEMENT WORK ORDER #6A

PROJECT TITLE:
Gallatin Canyon County Water & Sewer District Grant Administration
CLIENT:
Gallatin Canyon County Water & Sewer District
WGM GROUP PROJECT NUMBER:
200323.6

As stated in the Master Services Agreement (Agreement) for the above-referenced client dated March 31, 2023, the Agreement may be modified by written amendment executed by both parties and defined in Work Orders incorporated into the Agreement. This document details the scope and fee associated with Work Order #6A. 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:

WGM will provide funding administration services for GCCWSD for fiscal year 2025 (July 1, 2024 – June 30, 2025). Awarded grants and funds include:

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

WGM will comply with differing requirements for each funding source to ensure compliance with all agencies. The following tasks are included:

- Correspond with agency representatives, including monthly meetings
- Coordinate with GCCWSD accounting personnel to maintain accurate financial records & conform to necessary accounting system procedures and practices
- Prepare draft invoice tracker and associated documentation for District Board review & approval
- Prepare & submit quarterly progress reports
 - Note project activities, costs incurred, fund remaining, and anticipated activities during next quarterly period
 - Identify anticipated changes in scope, schedule, or budget
 - Provide photos, news articles, or other project progress documentation

- Prepare & submit monthly draw request packages
 - Assist with tracking vendor invoices and payments
 - Prepare vendor invoice forms
 - Allocate invoice amounts to appropriate grant/funding sources
 - Update the Uniform Budget and Status of Funds Tracker
 - Prepare associated progress reports
- Coordinate signatures by authorized representative(s) for all submitted documents
- Assist with appropriate procurement of necessary subconsultants
- Correspond with District personnel and engineering team
- Maintain complete records to ensure proper use of funds and prepare for possible audit(s)
- QA/QC

Deliverables: Progress reports, draw request packages, Uniform Budget and Status of Funds Tracker, vendor invoices, updated documents (schedule, budget, management plan, etc.)

ADDITIONAL SERVICES

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

FEE ESTIMATE

Fees will be billed on a time and materials basis with an estimated budget of **\$40,000**. Fees are valid through August 2025 and may need to be adjusted if the project extends beyond this date.

WGM Group, Inc. Acceptance of Work Order:

Mace Mangold, PE
Vice President, Senior Project Engineer

Mace Mangold
(sign)

8/15/2024
(date)

Client Authorization to Proceed with Work Order:

Scott Altman
GCCWSD President

(sign)

(date)



MASTER SERVICES AGREEMENT WORK ORDER #6B

PROJECT TITLE: Gallatin Canyon County Water & Sewer District Administration & Outreach
CLIENT: Gallatin Canyon County Water & Sewer District
WGM GROUP PROJECT NUMBER: 200323.7

As stated in the Master Services Agreement (Agreement) for the above-referenced client dated March 31, 2023, the Agreement may be modified by written amendment executed by both parties and defined in Work Orders incorporated into the Agreement. This document details the scope and fee associated with Work Order #6B. 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:

WGM will provide District administration and outreach services for GCCWSD for fiscal year 2025 (July 1, 2024 – June 30, 2025). Services will vary based on the needs of the District but generally include:

District Administration

General consultation and District administration support including but not limited to annual budget preparation and management, project schedules, Big Sky Resort Area District (BSRAD) coordination, Big Sky County Water and Sewer District (BSCWSD) coordination, connection and annexation agreement forms, County and State filings, legal and accounting coordination. The budget estimate includes attendance and general assistance with monthly Board meetings including agenda development, presentation(s) and recording meeting minutes.

District Outreach and Communications

WGM will provide project advocacy and outreach efforts on behalf of the District to generate general project support and increase potential for expanded District collection and disposal infrastructure and project funding. WGM will help facilitate meetings with the District's designated Annexation & Public Outreach Committee and will coordinate outreach efforts with project stakeholders (e.g. BSRAD, BSCWSD) and watershed advocacy groups (e.g. Gallatin River Task Force, Water Solutions Forum, Headwaters Alliance). WGM will prepare agreed upon outreach materials (mailers, website updates, public survey, presentations, etc.) as directed by the District.

ADDITIONAL SERVICES

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

FEE ESTIMATE

Fees will be billed on a time and materials basis with an estimated budget of **\$70,000**. Fees are valid through August 2025 and may need to be adjusted if the project extends beyond this date.



WGM Group, Inc. Acceptance of Work Order:

Mace Mangold, PE
Vice President, Senior Project Engineer

Mace Mangold
(sign)

8/15/2024
(date)

Client Authorization to Proceed with Work Order:

Scott Altman
GCCWSD President

(sign)

(date)

GRANT TRACKING DASHBOARD - FY25

Current Invoice Total: \$ 155,388.47

Date Revised: 8/21/2024

ARPA - PHASE 1.1			BSRAD - PHASE 1.1		CASH ON HAND
State ARPA <small>Agmt ends 12/31/25 Costs between 3/3/21 & 12/31/26</small>	County ARPA <small>For costs "obligated" between 3/3/21 & 12/31/24 (costs paid before 9/30/26 when agmt ends)</small>		FY25 Budget <small>(7/1/24-6/30/25)</small>	Interlocal	
50% match required = County MAG + Local	Match met by State ARPA	No match required			
Competitive	Min Allocation	SLFRF			

Budget Remaining: \$ 1,174,505.14 \$ 177,480.00 \$ 207,520.00 \$ 186,479.49 \$ 12,000,000.00 \$ 50,441.49

Invoice Date	Vendor	Invoice Number	Amount	Project #	General Invoice Description	Notes	Draw Request Date and/or No.	\$2M	\$542,480	\$207,520	\$200,000	\$12M
8/1/2024	Knaub & Co	080124-35	\$ 468.16	accounting	accounting						\$ 468.16	
8/14/2024	WGM	73067	\$ 49,808.09	220724.4	WO#4			\$ 49,808.09				
8/12/2024	WGM	73017	\$ 26,523.98	220724.5	WO#5			\$ 26,523.98				
8/15/2024	WGM	73084	\$ 50,725.70	220724.2	WO#2	Add'l geotech - use ARPA contingency funds		\$ 725.70	\$ 50,000.00			
8/12/2024	WGM	73012	\$ 2,245.55	220806.1	Water PER						\$ 2,245.55	
8/12/2024	WGM	73005	\$ 10,501.40	200323.7	District admin	Project = \$2,928.80		\$ 2,928.80			\$ 7,572.60	
8/12/2024	WGM	73003	\$ 2,934.20	200323.6	grant admin	Project = \$2,779.10					\$ 2,934.20	
7/23/2024	AE2S/BSCWSD	96573	\$ 11,881.39	P13218-2020-001	design			\$ 11,881.39				
8/1/2024	Tara Depuy	8/1/2024	\$300.00	legal	legal						\$ 300.00	
FY 2024 CARRYOVER:								\$ 733,626.90	\$ 315,000.00			
SPENT SPENT:								\$ 825,494.86	\$ 365,000.00	\$ -	\$ 13,520.51	\$ -



WORK ORDER #5 – AMENDMENT #1

PROJECT TITLE: Canyon Sewer Engineering
CLIENT: Gallatin Canyon County Water & Sewer District
WGM GROUP PROJECT NUMBER: 220724.5

As stated in the Master Services Agreement (Agreement) for the above-referenced client dated March 31, 2023, 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 additional scope and fee associated with amended services for Work Order #5. 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.

AMENDMENT SERVICES:

WGM will work with subconsultant Peak Water Systems to complete a survey to enable the collection of pertinent information related to existing wastewater discharge systems in the Big Sky area that may be incorporated into the GCCWSD. The estimated budget for these services is \$30,000 to be billed on a time and materials basis per the executed Work Order #5.

Exclusions: This amendment does not include services to install flow meters on select existing systems for monitoring daily flow to supplement sample quality data. The fee for this service will be proposed as a separate amendment once initial site visits are complete and an estimate can be better quantified after review of existing conditions.

WGM Group, Inc. Acceptance of Amendment:

Mace Mangold, PE, LEED AP

Vice President/Senior Project Engineer

_____ (sign)

_____ (date)

Client Authorization to Proceed with Work as Amended:

Scott Altman

District Board President

_____ (sign)

_____ (date)

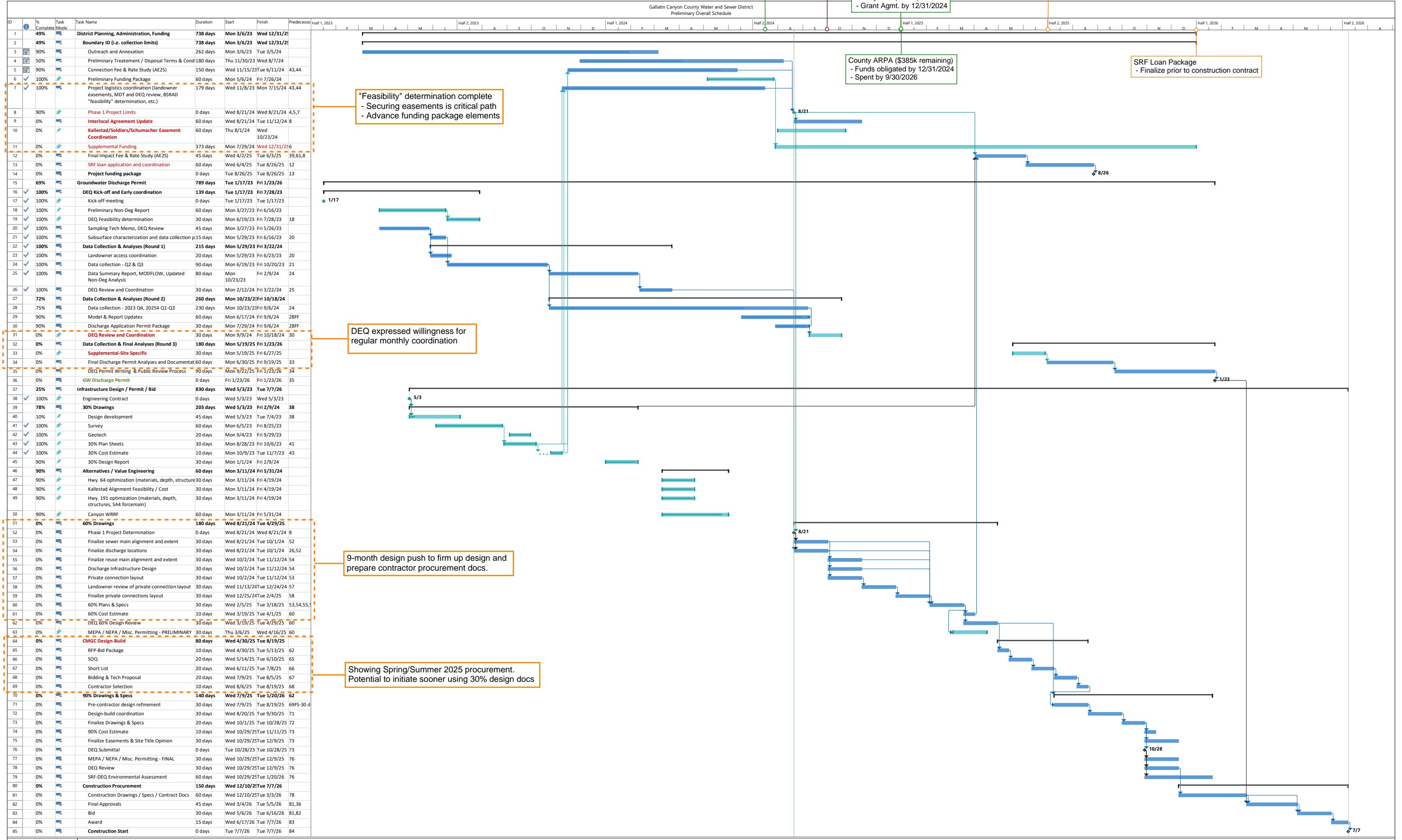
BSRAD 1% Allocation (\$12M)
- Feasibility Determination

MCEP/RRGL (\$875k)
- Start-up by 9/30/2024

County LFR (\$200k)
- Grant Agmt. by 12/31/2024

TEDD Funding Mechanism
- Establish mid-2025?

State ARPA (\$1.175M remaining)
- Spent by 12/31/2026



"Feasibility" determination complete
- Securing easements is critical path
- Advance funding package elements

DEQ expressed willingness for regular monthly coordination

9-month design push to firm up design and prepare contractor procurement docs.

Showing Spring/Summer 2025 procurement. Potential to initiate sooner using 30% design docs

BSRAD 1% Allocation (\$12M)
- Feasibility Determination

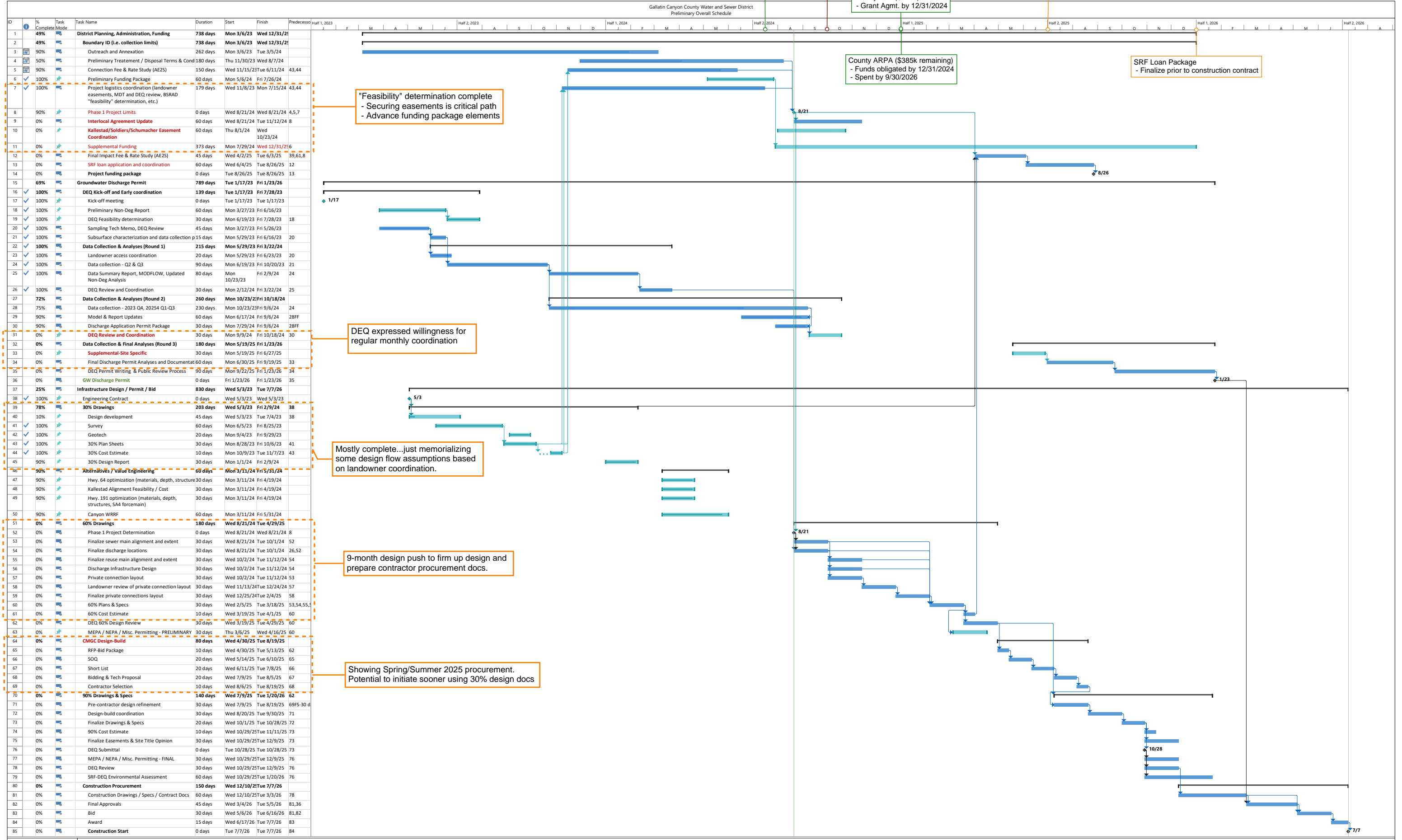
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TEDD Funding Mechanism
- Establish mid-2025?

State ARPA (\$1.175M remaining)
- Spent by 12/31/2026

Gallatin Canyon County Water and Sewer District
Preliminary Overall Schedule



"Feasibility" determination complete
- Securing easements is critical path
- Advance funding package elements

DEQ expressed willingness for
regular monthly coordination

Mostly complete...just memorializing
some design flow assumptions based
on landowner coordination.

9-month design push to firm up design and
prepare contractor procurement docs.

Showing Spring/Summer 2025 procurement.
Potential to initiate sooner using 30% design docs