

SPECIAL AND REGULAR MEETINGS
OF THE
RAVALLI COUNTY BOARD OF COUNTY COMMISSIONERS

REGULAR MEETING 9:00 AM

Tuesday, November 17, 2015

Commissioners' Meeting Room
County Administration Building,
215 S. 4th St, Hamilton, MT 59840.

RH
JB
JR
S

1. Roll Call

Commissioner Jeff Burrows, Commissioner JR Iman, Commissioner Ray Hawk and Commissioner Doug Schallenberger.

STAFF PRESENT:

Glenda Wiles

2. Pledge of Allegiance

3. Public Comment

None

4. Discussion and decision regarding Memorandum of Agreement between Montana Department of Transportation and Ravalli County for purchase of large vacuum sweeper through Montana Air and Congestion Initiative Program Equipment

Attachment: MOU with DOT re MACI (sweeper purchase)

Present was Road Supervisor Dusty McKern, Road Administrator John Horat and Deputy County Attorney Howard Recht.

Commissioner Iman moved to approve the Memorandum of Understanding between Montana Department of Transportation and Ravalli County for purchase of large vacuum sweeper through the Montana Air and Congestion Initiative Program Equipment with a county match of \$26,106.38. Seconded by Commissioner Schallenberger. Public comment on motion: none. Discussion: none. All voted "aye" (3-0). NOTE: Commissioner Iman stepped out for the actual vote.

5. Approval of June 2015 minutes

Commissioner Hawk moved to approve the June 2015 minutes. Seconded by Commissioner Schallenberger. Public comment on motion: none. Discussion: none. All voted "aye" (4-0).

6. Commissioner Reports

Commissioner Hawk addressed budget, retention, space and shelving.

Commissioner Iman addressed lease for agricultural property around the airport, courthouse sewer tie in project, removal of trees at the administrative building and courthouse.

Commissioner Schallenberger attended a Weed Board meeting, as well as a recent meeting with agricultural producers and law enforcement regarding the issue of Foot and Mouth disease in animals.

Commissioner Burrows attended a Safety meeting this a.m. at the road department; he also attended a meeting with the Sheriff, County Attorney and OEM regarding numerous issues including: IT storage for video, remodel of detention facility for medical services, and the budget for computer rotation. He will be meeting with Staff at the Valley Vets Center regarding the position of the Service Officer. Commissioner Burrows also addressed the Fair Commission's request for a water truck.

7. Update with Human Resource Director Robert Jenni

Present was Human Resource Director Robert Jenni. Employee Action Forms were presented for signature.

8. Univision Computers meet with Commissioners for recommendations IT infrastructure

Jim Green and Mark Strickland were present from Univision Computers to discuss the IT support proposals their business could offer the county.

9. Approval of Annual SF271 forms for Airport Expenditures AIP 013 and AIP 012)

Attachment: Annual SF 271 expenditure forms airport

Present was Airport Manager Page Gough and Airport Board Chair Dave Hedditch. It was noted these annual forms required by the FAA.

Commissioner Iman moved to approve the SF425 Form for AIP-013 (Environmental Assessment), with no expenditures in Fiscal Year 15; and SF425 Form for AIP-012 (Airport Pavement Maintenance) with the pay requests matching the September request at \$88,862.05. Seconded by Commissioner Schallenberger. Public comment on motion: none. Discussion: none. All voted "aye" (4-0).

10. Public Comment on Items Not Otherwise on the Agenda

Dave Hedditch commented about the Local Government Study Commission.

11. Adjournment

Commissioner Schallenberger moved to adjourn the meeting. Seconded by Commissioner Hawk. All voted "aye" (4-0).

Glenda Wiles, Administrative Assistant

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OF THE
RAVALLI COUNTY BOARD OF COUNTY COMMISSIONERS**

REGULAR MEETING 9:00 A.M.

Tuesday November 17, 2015

**Commissioners' Meeting Room
County Administration Building,
215 S. 4th St, Hamilton, MT 59840.**

**Commissioner Jeff Burrows
Commissioner Greg Chilcott
Commissioner J.R. Iman
Commissioner Ray Hawk
Commissioner Doug Schallenberger**

COMMENTS FROM THE PUBLIC

Members of the audience will be provided an opportunity to address the Board concerning each item on the agenda, and will be afforded the opportunity to comment on items not on the agenda at the end of the meeting or as solicited by the Chairperson. (See protocol for addressing the Board or submitting written comments below.) If you have a petition or other information pertaining to your subject, please present it to the clerk. Please sign the sign-in sheet to document your attendance. Meetings of the Board of County Commissioners are open to the public except when closed under §2-3-203, MCA. Minutes of public meetings will be made available for inspection by the public.

AMERICANS WITH DISABILITIES ACT

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Commissioners' Office (at 406-375-6500) at least 48 hours in advance so that appropriate arrangements can be made. (28 CFR 34.102.104 ADA TITLE II)

NON-DISCRIMINATION POLICY

The Board does not discriminate on the basis of race, color, sex, culture, social origin or condition, or political or religious ideas. Statements, gestures and behaviors that threaten the health, welfare or safety of others are prohibited. Violators of this policy may be removed from the meeting

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IN PROGRESS.

PLEASE NOTE: A recording is made of Board meetings. When addressing the Board, please speak into the microphone. State your name and address (spell your name if the spelling is unusual). If you have a petition or other information pertaining to your subject, please present it to the clerk.

To allow all an equal opportunity to participate and to preserve decorum, please:

1. Address the chairperson, not the members of the audience or others.
2. Limit your comments to the allotted time.
3. Confine your comments to the item on the agenda unless the Board is taking comment on items not on the agenda.

The purpose of allowing public comment is to afford all interested persons the opportunity to participate. Comments can be verbal or written. Verbal and written comments carry equal weight. Respect the time of others: please do not simply read a written comment. Instead, present written comments to the clerk. The Board will allow all those who wish to address the Board an equal time and thus may not be able to respond to questions. In order that all can hear and participate, members of the audience are asked to refrain from commenting out of turn or attempting to engage those addressing the Board or Board members unless recognized by the Board.

9:00 A.M. REGULAR BOARD OF COMMISSIONERS MEETING

PRELIMINARY BUSINESS

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Discussion and decision regarding Memorandum of Agreement between Montana Department of Transportation and Ravalli County for purchase of large vacuum sweeper through Montana Air and Congestion Initiative Program Equipment**

MOU with DOT re MACI (sweeper purchase) 

5. **Approval of June 2015 minutes**
6. **Commissioner Reports**
7. **Update with Human Resource Director Robert Jenni**
8. **Univision Computers meet with Commissioners for recommendations IT infrastructure**
- 9.

Approval of Annual SF271 forms for Airport Expenditures AIP 013 and AIP 012)

Annual SF 271 expenditure forms airport 

10. Public Comment on Items Not Otherwise on the Agenda

11. Adjournment



Road & Bridge Department
244 Fairgrounds Road
Hamilton, MT 59840
Phone 406-363-2733
Fax 363-6701

AGENDA DATE: NOVEMBER 17, 2015

SUBJECT: Funding Agreement for 2015 Montana Air and Congestion Initiative (MACI) Program Equipment.

REQUEST: That the Board of Commissioners authorize the Chair to sign the attached Memorandum of Agreement.

SUMMARY: In May, 2015, the Board of Commissioners was apprised that the Road and Bridge Department was awarded a large vacuum sweeper through the MACI program. The State has completed their bidding process for the units and is now requesting that the County sign the Memorandum of Agreement for acquisition of the equipment. Ravalli County's match is \$26,106.38 and the MACI Funds are \$168,427.00. The total is \$194,533.38. If the agreements are signed, the State anticipates that the equipment will be delivered to Helena in April. Ravalli County will be responsible for picking up the equipment.

ALTERNATIVES: None are proposed.

FISCAL IMPACT/FINANCING: This item is in the 2015/2016 budget. As proposed in the budget, SRS funds will be utilized for the match portion of the grant.

ADMINISTRATIVE SIGN-OFF:

A handwritten signature in black ink, appearing to read "John C. Horat", is written over a horizontal line.

By John C. Horat
Administrator

**Memorandum of Agreement
Between the
Montana Department of Transportation (MDT) and Ravalli County
for Air Quality Equipment – UPN 8093
CFDA# 20.205**

This Agreement made and entered into by and between the Montana Department of Transportation (MDT) and Ravalli County (DUNS# 142450464) is to address the need for improving air quality by reducing PM-10 particulate matter in Ravalli County. The acquisition of equipment identified in this Agreement by Federal Award Identification Number (FAIN): 30STWD364M0031 and 30STWD364M4001 – 2015 Air Quality Equipment Purchase Statewide has a total project award amount of \$5,826,560. This Federal award provides Ravalli County the means to reduce PM-10 particulate matter and it is understood the equipment will be used solely for this purpose. The parties to this Agreement agree to the following:

1. The purpose of this Agreement is to set forth the terms and conditions for the MDT to acquire, and then transfer title of (1) Large Vacuum Sweeper:

Item Description: Large Vacuum Sweeper	\$174,905.67
Options: LED Arrow Board	\$1,350.00
Indirect Cost (10.37%)	<u>\$18,277.71</u>
Total Cost:	\$194,533.38

2. This agreement is effective for this equipment purchase for the useful life of the equipment as per Title 49 CFR Section 18.32. Actual award is contingent on FHWA funding. The project start date is the date this Memorandum of Agreement is signed by all parties and the project end date is prior to 12/31/2017.

3. It is understood and agreed between the parties that: Section 17-1-106. MCA requires any state agency, including MDT that receives non-general funds to identify and recover its indirect costs. These costs are in addition to direct project costs. MDT's indirect cost rate is determined annually as a percentage of the project's direct costs to cover the projects share of MDT's indirect costs as defined by 2 CFR Part 200, Appendix VII. MDT's current indirect cost rate for Fiscal Year 2016 (July 1, 2015 to June 30, 2016) is 10.37% for this project.

For this project, MDT billings to Ravalli County will include a charge for the indirect costs at the current fiscal year indirect cost rate, which amount will be applied toward the total project contribution of Ravalli County. If this project extends across more than one fiscal year, more than one annual rate will be involved, as the rates may change during the life of the project.

4. The acquisition of the equipment shown above under item (1) will be funded with Montana Air and Congestion Initiative (MACI) program funds made available to Ravalli County and non-federal local match. The financial responsibility of the parties in this Agreement is:

MDT	MACI Funds (86.58%)	\$168,427.00
Ravalli County	Non-Federal match (13.42%)	<u>\$26,106.38</u>
	Total	\$194,533.38

5. Method of payment – MDT will invoice Ravalli County for the non-federal matching funds shown under item (4) once the equipment vendor has been selected and no more than 60-days prior to delivery. The local agency will submit payment to MDT within thirty (30) days of billing. If payment is not made within that thirty (30) day period, interest on the unpaid amount will accrue at the rate of 10% per year, and continue to accrue

until paid in full. If Ravalli County does not make timely payment, MDT may not participate in any future funding agreements with Ravalli County until full payment, including interest, is received. The equipment will not be released by MDT until these requirements are met. The contact for billing, accounting and change order questions for the Local Agency shall be:

John Horat, 244 Fairgrounds Road, Hamilton, Montana 59840

6. Receipt of Equipment – the equipment listed under item (1) will be delivered by the vendor to MDT in Helena, MT. Ravalli County agrees to receive the equipment from MDT Equipment Shop located in Helena, MT, and to bear the cost of transporting the equipment to their locale. Ravalli County agrees to activate the warranty and title of the equipment upon receipt from MDT. Ravalli County agrees to maintain the Project equipment at a high level of safety and mechanical soundness.

7. Retention /Disposal of Equipment – Ravalli County agrees to retain and maintain the equipment for its stated program purposes for the useful life of the equipment. After its useful life, any income generated by the lease, sale, or other use of equipment acquired with federal funds, shall be on the basis of fair market value. Such income shall be used on this Congestion Mitigation and Air Quality (CMAQ) project or any other Title 23 (transportation) eligible project. Ravalli County agrees to record the receipt of the proceeds of the lease, sale or other use of the equipment in Ravalli County's accounting system, showing that the funds are restricted for use in a subsequent acquisition of equipment compatible with the program purpose. Ravalli County agrees to maintain records of the disposition of the equipment for a period of three years beyond the useful life of the equipment, failure to comply with this may impact Ravalli County's future program eligibility.

8. Access and Retention of Records – Ravalli County agrees to provide the State, Legislative Auditor or their authorized agents access to any records necessary to determine compliance with this Agreement. Ravalli County agrees to create and retain records supporting this Agreement for a period of three years after the completion date of this Agreement or the conclusion of any claim, litigation or exception relating to this Agreement taken by the State of Montana or a third party.

9. Assignment, Transfer and Subcontracting – Ravalli County shall not assign, transfer or subcontract any portion of this Agreement without the express written consent of the State.

10. Choice of Law and Venue – In the event of litigation concerning this Agreement, venue will only be in District Court of the First Judicial District of the State of Montana in and for the County of Lewis and Clark. This Agreement will be interpreted according to Montana law.

11. Agreement Modification – Any change to this Agreement will only be by written agreement between parties.

12. Indemnification - The parties agreed that MDT's only role in this Agreement is to pay for part of the requested equipment. Ravalli County agrees to protect, defend, and save the State, MDT, its elected and appointed officials, agents and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the costs of defense thereof, arising in favor of Ravalli County's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of performance of this Agreement, including any use of the equipment purchased under this Agreement.

13. Severability and Integration – If any single part or parts of this Agreement are determined to be void, the remaining parts will remain valid and operative. This Agreement, as written, expresses the total, final and only agreement of the parties relevant to its subject matter. No provision, expressed or implied, arising from any prior oral or written request, bid, inquiry, negotiation, contract, or any other form of communication shall be a provision of this Agreement unless specifically provided within the written terms herein.

14. Compliance with Laws – Ravalli County must, in the performance of this Agreement, fully comply with all applicable federal, state or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Attachment A, Non-Discrimination Notice, is incorporated into this Agreement and during the performance of this Agreement, Ravalli County for itself, its assignees and successors in interest, agrees to adhere to the contents of Attachment A.

15. Termination – The parties may mutually terminate this Agreement in writing at any time. MDT, at its sole discretion, may terminate or reduce the scope of this Agreement if available funding is reduced for any reason. MDT may terminate this Agreement in whole or in part at any time Ravalli County fails to perform the Agreement terms as set forth.

16. Audit Requirements – Ravalli County may be subject to the audit requirements of 2 CFR 200 Subpart F if the audit threshold in 2 CFR 200.501 is met. An audit must be conducted in compliance with 2 CFR 200 Subpart F if required. The audit must be completed and the data collection form and reporting package submitted to the Federal Audit Clearinghouse within the earlier of 30 calendar days after the receipt of the auditor’s report(s) or nine months after the end of the audit period. For local governments and school districts, the Subrecipient will provide the report to the State of Montana, Department of Administration, Local Government Services Bureau. All other Sub recipients such as Tribal Communities and Non-Profit Organizations will provide the report to the State of Montana, Department of Transportation, Audit Services if audit findings are discovered.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

STATE OF MONTANA
DEPARTMENT OF TRANSPORTATION

RAVALLI COUNTY

By: _____
Lynn Zanto
Planning Administrator

By: _____
NAME:
TITLE:

Dated: _____

Dated: _____

Approved for Legal Content

By: Carol Anne Morris Date 11/4/15
MDT Legal Services

By: _____ Date _____
Ravalli County Attorney (optional)

Approved by Civil Rights

By: Patricia J. Culkin Date 11.03.15

Attachment A

**MDT NONDISCRIMINATION
AND
DISABILITY ACCOMMODATION NOTICE**

Montana Department of Transportation ("MDT") is committed to conducting all of its business in an environment free of discrimination, harassment, and retaliation. In accordance with State and Federal law MDT prohibits any and all discrimination on the grounds of race, color, national origin, sex, age, physical or mental disability, parental/marital status, pregnancy, religion/creed/culture, political belief, genetic material, veteran status, or social origin/ancestry (hereafter "protected classes"), by its employees or anyone with whom MDT chooses to do business.

For the duration of this contract/agreement, the PARTY agrees as follows:

(1) Compliance with Regulations: The PARTY (hereinafter includes consultant) will comply with all Acts and Regulations of the United States and the State of Montana relative to Non-Discrimination in Federally and State-assisted programs of the U.S. Department of Transportation and the State of Montana, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Non-discrimination:

a. The PARTY, with regard to the work performed by it during the contract, will not discriminate, directly or indirectly, on the grounds of any of the protected classes in the selection and retention of subcontractors, including procurements of materials and leases of equipment, employment, and all other activities being performed under this contract/agreement.

b. PARTY will provide notice to its employees and the members of the public that it serves that will include the following:

i. Statement that PARTY does not discriminate on the grounds of any protected classes.

ii. Statement that PARTY will provide employees and members of the public that it serves with reasonable accommodations for any known disability, upon request, pursuant to the Americans with Disabilities Act as Amended (ADA).

iii. Contact information for PARTY's representative tasked with handling non-discrimination complaints and providing reasonable accommodations under the ADA.

iv. Information on how to request information in alternative accessible formats.

c. In accordance with Mont. Code Ann. § 49-3-207, PARTY will include a provision, in all of its hiring/subcontracting notices, that all hiring/subcontracting will be on the basis of merit and qualifications and that PARTY does not discriminate on the grounds of any protected class.

(3) Participation by Disadvantaged Business Enterprises (DBEs):

a. If the PARTY receives federal financial assistance as part of this contract/agreement, the PARTY will make all reasonable efforts to utilize DBE firms certified by MDT for its subcontracting services. The list of all currently certified DBE firms is located on the MDT website at mdt.mt.gov/business/contracting/civil/dbe.shtml

b. By signing this agreement the PARTY assures that:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

c. PARTY must include the above assurance in each contract/agreement the PARTY enters.

(4) Solicitation for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation, made by the PARTY for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the PARTY of the PARTY's obligation under this contract/agreement and all Acts and Regulations of the United States and the State of Montana related to Non-Discrimination.

(5) Information and Reports: The PARTY will provide all information and reports required by the Acts, Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by MDT or relevant US DOT Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the PARTY will so certify to MDT or relevant US DOT Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

(6) Sanctions for Noncompliance: In the event of a PARTY's noncompliance with the Non-discrimination provisions of this contract/agreement, MDT will impose such sanctions as it or the relevant US DOT Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the PARTY under the contract/agreement until the PARTY complies; and/or
- b. Cancelling, terminating, or suspending the contract/agreement, in whole or in part.

(7) Pertinent Non-Discrimination Authorities:

During the performance of this contract/agreement, the PARTY, for itself, its assignees, and successor in interest, agrees to comply with the following non-discrimination statues and authorities; including but not limited to:

Federal

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 200d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airways Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration's Non-Discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).

State

- Mont. Code Ann. § 49-3-205 Governmental services;

- Mont. Code Ann. § 49-3-206 Distribution of governmental funds;

- Mont. Code Ann. § 49-3-207 Nondiscrimination provision in all public contracts.

(8) Incorporation of Provisions: The PARTY will include the provisions of paragraph one through seven in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and/or directives issued pursuant thereto. The PARTY will take action with respect to any subcontract or procurement as MDT or the relevant US DOT Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the PARTY becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the PARTY may request MDT to enter into any litigation to protect the interests of MDT. In addition, the PARTY may request the United States to enter into the litigation to protect the interests of the United States.

NOV 17 11:13 AM

Glenda Wiles

From: Rick Donaldson <rick@rpa-hln.com>
Sent: Thursday, November 12, 2015 11:13 AM
To: Glenda Wiles; Page Gough
Cc: David Hedditch; Jeff Burrows; J.R. Iman
Subject: Ravalli County Airport - more forms
Attachments: 6S5.Annual.271.AIP013.pdf; 6S5.Annual.271.AIP-012.pdf

Glenda,

The commissioners recently signed and returned SF425 forms for the airport projects.

Since the FAA's fiscal year ended on 9/30/15 we also have to complete the annual SF271 forms. I have attached them here for your review, signature, scanning, and return to me.

For AIP-013, there had been no expenditures in FY'15 and so all the numbers are zero.

For AIP-012 the bottom line matches the pay requests through September and the SF425 form.

Let me know if you have any questions.



Rick Donaldson, P.E. | Vice President

Robert Peccia & Associates Inc. | PO Box 5653 | Helena, MT 59604
406.447.5000 | 406.447.5036 (fax) | 406.439.4905 (cell) | rick@rpa-hln.com
<http://www.rpa-hln.com>

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OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS		OMB APPROVAL NO. 0348-0002		PAGE 1 OF 1 PAGES	
(See instructions on back)		1. TYPE OF REQUEST <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Federal Aviation Administration		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY AIP 3-30-0037-013-2015		5. PARTIAL PAYMENT REQUEST NO. Annual	
6. EMPLOYER IDENTIFICATION NUMBER 81-6001417	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	PERIOD COVERED BY THIS REQUEST			
		FROM (Month, day, year) 09/01/2015		TO (Month, day, year) 08/30/2015	
9. RECIPIENT ORGANIZATION Name: Ravalli County, Montana No. and Street: 215 South 4th Street, Suite A City, State and ZIP Code: Hamilton, MT 59840		10. PAYEE (Where check is to be sent if different than item 9) Name: No. and Street: City, State and ZIP Code:			
11. STATUS OF FUNDS					
CLASSIFICATION	PROGRAMS -- FUNCTIONS -- ACTIVITIES			TOTAL	
	(a)	(b)	(c)		
a. Administrative expense	\$	\$	\$	\$ 0.00	
b. Preliminary expense				0.00	
c. Land, structures, right-of-way				0.00	
d. Architectural engineering basic fees				0.00	
e. Other architectural engineering fees				0.00	
f. Project inspection fees				0.00	
g. Land development				0.00	
h. Relocation expense				0.00	
i. Relocation payments to individuals and businesses				0.00	
j. Demolition and removal				0.00	
k. Construction and project improvement cost				0.00	
l. Equipment				0.00	
m. Miscellaneous cost				0.00	
n. Total cumulative to date (sum of lines a thru m)		0.00	0.00	0.00	
o. Deductions for program income				0.00	
p. Net cumulative to date (line n minus line o)		0.00	0.00	0.00	
q. Federal share to date		0.00		0.00	
r. Rehabilitation grants (100% reimbursement)				0.00	
s. Total Federal share (sum of lines q and r)		0.00	0.00	0.00	
t. Federal payments previously requested		0.00		0.00	
u. Amount requested for reimbursement	\$	0.00	\$	\$ 0.00	
v. Percentage of physical completion of project		0 %	%	0 %	
12. CERTIFICATION		SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED	
I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.		a. RECIPIENT			
		TYPED OR PRINTED NAME AND TITLE Jeff Burrows, Chair - Ravalli Co. Comm		TELEPHONE (Area code, number, and extension) 408-375-6500	
		SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE SIGNED	
		b. REPRESENTATIVE CERTIFYING TO LINE 11V TYPED OR PRINTED NAME AND TITLE Rick Donaldson, Vice President - RPA		TELEPHONE (Area code, number, and extension) 408-447-5000	

INSTRUCTIONS

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Please type or print legibly. Items 3, 4, 5, 8, 9, 10, 11s and 11v are self explanatory; specific instructions for other items are as follows:

<i>Item</i>	<i>Entry</i>	<i>Item</i>	<i>Entry</i>
1	Mark the appropriate box. If the request is final, the amounts billed should represent the final cost of the project.	11j	Enter gross salaries and wages of employees of the recipient and payments to third party contractors directly engaged in performing demolition or removal of structures from developed land. All proceeds from the sale of salvago or the removal of structures should be credited to this account; thereby reflecting net amounts if required by the Federal agency.
2	Show whether amounts are computed on an accrued expenditure or cash disbursement basis.	11k	Enter those amounts associated with the actual construction of, addition to, or restoration of a facility. Also, include in this category, the amounts for project improvements such as sewers, streets, landscaping, and lighting.
6	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service or FICE (Institution) code if requested by the Federal agency.	11l	Enter amounts for all equipment, both fixed and movable, exclusive of equipment used for construction. For example, permanently attached laboratory tables, built-in audio visual systems, movable desks, chairs, and laboratory equipment.
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.	11m	Enter the amounts of all items not specifically mentioned above.
11	The purpose of vertical columns (a) through (c) is to provide space for separate cost breakdowns when a large project has been planned and budgeted by program, function or activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page. All amounts are reported on a cumulative basis.	11n	Enter the total cumulative amount to date which should be the sum of lines a through m.
11a	Enter amounts expended for such items as travel, legal fees, rental of vehicles and any other administrative expenses. Include the amount of interest expense when authorized by program legislation. Also show the amount of interest expense on a separate sheet.	11o	Enter the total amount of program income applied to the grant or contract agreement except income included on line j. Identify on a separate sheet of paper the sources and types of the income.
11b	Enter amounts pertaining to the work of locating and designing, making surveys and maps, sinking test holes, and all other work required prior to actual construction.	11p	Enter the net cumulative amount to date which should be the amount shown on line n minus the amount on line o.
11c	Enter all amounts directly associated with the acquisition of land, existing structures and related right-of-way.	11q	Enter the Federal share of the amount shown on line p.
11d	Enter basic fees for services of architectural engineers.	11r	Enter the amount of rehabilitation grant payments made to individuals when program legislation provides 100 percent payment by the Federal agency.
11e	Enter other architectural engineering services. Do not include any amounts shown on line d.	11s	Enter the total amount of Federal payments previously requested, if this form is used for requesting reimbursement.
11f	Enter inspection and audit fees of construction and related programs.	11u	Enter the amount now being requested for reimbursement. This amount should be the difference between the amounts shown on lines s and t. If different, explain on a separate sheet.
11g	Enter all amounts associated with the development of land where the primary purpose of the grant is land improvement. The amount pertaining to land development normally associated with major construction should be excluded from this category and entered on line k.	12a	To be completed by the official recipient official who is responsible for the operation of the program. The date should be the actual date the form is submitted to the Federal agency.
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11i	Enter the amount of relocation payments made by the recipient to displaced persons, farms, business concerns, and nonprofit organizations.		

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS		OMB APPROVAL NO. 0348-0002		PAGE 1 OF 1 PAGES	
(See instructions on back)		1. TYPE OF REQUEST <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED FEDERAL AVIATION ADMINISTRATION		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY AIP 3-30-0037-012-2014		5. PARTIAL PAYMENT REQUEST NO. 0	
6. EMPLOYER IDENTIFICATION NUMBER 81-6001417		7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER		PERIOD COVERED BY THIS REQUEST	
				FROM (Month, day, year) 09/30/2014	
				TO (Month, day, year) 09/30/2015	
9. RECIPIENT ORGANIZATION Name: RAVALLI COUNTY COMMISSION No. and Street: 215 S. 4th STREET, SUITE A City, State and ZIP Code: HAMILTON, MT 59840-2853		10. PAYEE (where check is to be sent if different than item 9) Name: No. and Street: City, State and ZIP Code:			
11. STATUS OF FUNDS					
CLASSIFICATION	PROGRAMS --		FUNCTIONS --		TOTAL
	(a)	(b)	(c)	(d)	
a. Administrative expense	\$ 1,463.95	\$	\$	\$	\$ 1,463.95
b. Preliminary expense					0.00
c. Land, structures, right-of-way					0.00
d. Architectural engineering basic fees	35,960.31				35,960.31
e. Other architectural engineering fee					0.00
f. Project inspection fees					0.00
g. Land development					0.00
h. Relocation expense					0.00
i. Relocation payments to individuals and businesses					0.00
j. Demolition and removal					0.00
k. Construction and project improvement cost	61,311.35				61,311.35
l. Equipment					0.00
m. Miscellaneous cost					0.00
n. Total cumulative to date (sum of lines a thru m)	98,735.61		0.00	0.00	98,735.61
o. Deductions for program income					0.00
p. Net cumulative to date (line n minus line o)	98,735.61		0.00	0.00	98,735.61
q. Federal share to date	88,862.05				88,862.05
r. Rehabilitation grants (100% reimbursement)					0.00
s. Total Federal share (sum of lines q and r)	88,862.05		0.00	0.00	88,862.05
t. Federal payments previously requested	88,862.05				88,862.05
u. Amount requested for reimbursement	\$ 0.00	\$	\$	\$	\$ 0.00
v. Percentage of physical completion of project	74 %	%	%	%	74 %
12. CERTIFICATION					
I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.	a. RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED	
		TYPED OR PRINTED NAME AND TITLE Mr. Jeff Burrows, Chairman		TELEPHONE (Area code, number, and extension) 406-375-6500	
	b. REPRESENTATIVE CERTIFYING TO LINE 11V	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE SIGNED	
		TYPED OR PRINTED NAME AND TITLE Mr. Rick Donaldson, Vice President		TELEPHONE (Area code, number, and extension) 406-447-5000	

INSTRUCTIONS

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Please type or print legibly. Items 3, 4, 5, 8, 9, 10, 11s and 11v are self explanatory; specific instructions for other items are as follows:

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