

Maintenance RSID Guidelines

General Principals for Requesting Maintenance

A Rural Special Improvement District (RSID) is established through two main documents pursuant to Montana law. These documents include a Resolution of Intent and a Resolution establishing the District. Once established, any work to be done in the District must fit within the parameters stated in these two documents. District funds are prohibited from being used in a manner that is not provided for in these documents. However, it is mandated that the District funds be used consistently with the purposes stated in these documents and assessments shall be made to meet these purposes. The cost of maintenance of subdivision (neighborhood) roads is the responsibility of the property owners within the RSID boundary and IS NOT THE RESPONSIBILITY OF THE COUNTY TAXPAYERS IN GENERAL.

Some RSID's have functioning "Ad Hoc" committees. These committees relay on-going maintenance requests (such as blading, dust control, mowing, snow removal and weed control), to Public Works. Please contact your "Ad Hoc" committee for direction of how to proceed relating to maintenance concerns. You can also contact Yellowstone County Public Works for information about your RSID by email to rtallerico@co.yellowstone.mt.gov or by phone at 406-256-2735.

ROAD MAINTENANCE

If your property is in a subdivision, you may be part of a Rural Special Improvement District for maintenance (RSID). If this is the case, you are paying for this maintenance with your property taxes. The funds are placed in an account for future maintenance expenditures. Typically, the maintenance is performed by a private contractor.

Any work done by private contractors, must be done by contractors with liability and workers' compensation insurance that meet the county's minimum requirements. The County must also be listed as an additional insured on the liability policy.

Yellowstone County will assist RSID's in writing a scope of work, preparing and executing contract documents, as well as other necessary items.

Please contact the Yellowstone County Finance Department by calling 256-2816 or 256-2783 to determine if your property is part of a maintenance district.

General Guidelines

1. All maintenance requests will be evaluated and direction to proceed must be given by Yellowstone County Public Works.
2. Typically a scope of work is prepared for maintenance requests.
3. Three (3) written quotes are obtained (if possible), based on the same scope of work.

4. Quotes for projects with costs over \$5,000 will be obtained by the Yellowstone County Purchasing Agent, in conjunction with Yellowstone County Public Works.
5. Quotes for projects with costs over \$25,000 will include State Prevailing Wages requirements.
6. Performance and Labor & Materials bonds are required on all projects when the total amount of the contract will be \$25,000 or more.
7. Quotes for projects with costs over \$80,000 will follow the Invitation to Bid process and will include State Prevailing Wages requirements.
8. All contractors on projects with costs over \$25,000 must provide proof that they are bonded, and shall have liability and workers' compensation insurance that meet the county's minimum requirements. In addition, the county must also be listed as an additional insured on the liability policy.
9. Projects with costs less than \$25,000 may require bonding if the county feels that requirement is necessary. If the anticipated cost is less than \$25,000 and bonding is required, contractors will be notified so the cost of the bonds can be included in their quote.
10. In the event that there isn't a functional "Ad Hoc" committee in the RSID, Yellowstone County Public Works will review the RSID and put it into a scheduled maintenance program.
11. Property owners are encouraged to inform Yellowstone County Public Works of safety hazards by sending an email (rtallerico@co.yellowstone.mt.gov) or calling 256-2735.
12. If a property owner desires to become an "Ad Hoc" committee member, please contact the Yellowstone County Public Works Department at 256-2735. For a listing of "Ad Hoc" committee members, please view the Yellowstone County website (co.yellowstone.mt.gov/publicworks/RSIDs/index.asp)

Maintenance of Gravel Roads

Grading of Gravel Roads

The manner and extent of road grading will vary with each RSID. Yellowstone County Public Works recommends that most gravel roads receive maintenance at least twice a year, once in the spring and once in the fall. RSID maintenance requirements may vary depending on terrain and traffic volumes.

When possible, grading should take place when moisture is present in the road allowing the road material to compact and remain smooth for a longer period of time. When maintaining the road, a roller and water truck can be utilized to ensure moisture and compaction of the road material. This typically results in a longer lasting smooth road but may also raise initial costs of the maintenance.

Dust Control of Gravel Roads

Yellowstone County Public Works recommends that dust control applications be done during the drier seasons of the year (between June and October). An evaluation of the aggregate surface may be necessary to determine if there are sufficient smaller aggregate materials for the dust suppressant to be effective. Before any application is applied, the road should be

properly prepared by watering, grading, and compaction to assure an effective application of dust control.

Snow Removal and Ice Control—Gravel Roads

It is recommended that gravel roads not be plowed unless snow depth is six inches or more. Plowing lesser snow depths may remove gravel from the road and once the gravel is plowed off, it is almost always impossible to recover. Gravel roads can become slick in certain conditions and sanding may be advisable regardless of snow depth especially on hills, intersections or curves. Since snow removal does not necessarily include sanding, plowing and/or sanding should be clearly specified in any request for snow removal and ice control.

Maintenance of Paved Roads

Yellowstone County Public Works shall be responsible for administration of all paved road maintenance funded by an RSID. "Ad Hoc" committees are advisory to Yellowstone County Public Works as to recommendations for maintenance. The decision as to level of maintenance shall be made by Yellowstone County Public Works utilizing the following criteria:

1. Recommendation and requests of the "Ad Hoc" committee.
2. Engineering Reports (if available).
3. Actual site inspections by Yellowstone County Public Works.
4. Funding availability in the RSID account.
5. Historical Maintenance Records (if available).

Snow Removal and Ice Control – Paved Roads

Yellowstone County Public Works recommends that plowing of paved roads should be limited to snow depths of three (3) inches or more. If slippery conditions on hills, intersections, or curves exist, sanding may be advisable regardless of snow depths. Since snow removal does not necessarily include sanding, plowing and / or sanding should be clearly specified in any request for snow removal and ice control.

Yellowstone County Public Works Snow Removal and Ice Control – RSID's

In the event that no private contractors respond to price quote requests, or if there is an emergency situation, and there is no time to enter into a contract with a private contractor – Yellowstone County Public Works will provide the service for the RSID. The RSID will be invoiced for the services. We ask that you keep in mind the Yellowstone County Public Works first priorities are arterials and collector roads. Typically, residential roads will receive service after the arterials and collector roads have been cleared. Due to these higher priorities, residential roads may experience a delay of 24-48 hours.

Residential roads that receive this service will be plowed from the center of the road to each shoulder of the road. Any berms of snow in front of driveways or mailboxes will be the individual property owner's (or resident's) responsibility to clear.

Request for this service, other than emergency situations, must come from the "Ad Hoc" chairperson or a designated member of the "AD Hoc" committee. Please contact Yellowstone

County Public Works, 256-2735, if you are interested in setting up snow and ice control for the winter season.

RSID PARK MAINTENANCE

If an "Ad Hoc" committee is functional it should decide on a desired level of park maintenance and advise the Yellowstone County Parks Department so a determination of funding can be recommended. The Yellowstone County Parks Department will manage a subdivision's park maintenance if there is no "Ad Hoc" committee. The level of maintenance will largely be a function of funding, so the "Ad Hoc" committee should balance the scope of services provided with the costs and the funding available from the RSID. Any capital improvement expenditure must be approved through the Park Board and the Board of County Commissioners before being expended.

RSID WEED CONTROL

There are two primary maintenance methods available for RSID weed control:

1. Mowing.
2. Herbicide Control.

Mowing and herbicide control both improve aesthetics. Mowing gives you the instant aesthetic appeal you are looking for but may not be the most effective measure. Mowing can require multiple passes during the growing season and does work when the conditions are too dry for herbicide control to be effective. Mowing can be expensive due to the multiple passes required during the growing season (June – September). Mowing can also spread weed seeds, (especially noxious weeds) when implemented at the incorrect time. However, if a plant community is healthy and consists largely of native and non-native grasses it would be of benefit to mow instead of implementing an herbicide treatment. One point to remember about mowing weeds is that certain weed species will adapt and can still produce viable seeds even after mowing.

Herbicide control is less expensive than mowing and usually requires one or two passes instead of multiple passes. Again, it depends on the makeup of the plant community; if noxious species (mandatory management required under Montana state law) are present, then specialized herbicides can be used to control those species of concern. When implemented at the correct time, herbicide control can be of great benefit to the desirable plant community. With the specialized herbicides available in today's market, weed control usually lasts longer than mowing and it can control specific weed species. Optimum control of unwanted weed species is achieved primarily through use of both mowing and herbicide applications. One factor to consider prior to applying any type of herbicides is what kind of ornamental landscape plants exist on or near the right-of-way as herbicides can affect these plants. Proper herbicide choices and application are critical to effectively reducing unwanted vegetation. Application should be done by a trained and licensed professional. Herbicide use recommendations can be obtained from any of the product supply outlets or by contacting the Yellowstone County Weed Department. Commercial herbicide control, and/or mowing contractor information can also be provided by contacting the Yellowstone County Weed Department.

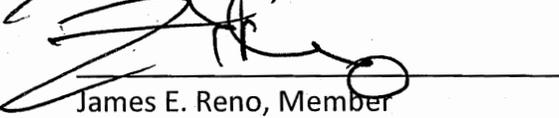
Approved this 2nd day of June, 2015.



Bill Kennedy, Chairman

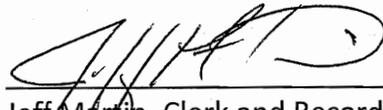


John Ostlund, Member



James E. Reno, Member

ATTEST:



Jeff Martin, Clerk and Recorder