

**OFFICIAL AGENDA**  
**TUESDAY April 28, 2026**  
**Meeting Start Time: 9:00 a.m.**  
**Board of County Commissioners**  
**Yellowstone County, Montana**  
**Ostlund Building**  
**2825 3rd Ave N, Room 309**  
**Billings, MT**

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Pledge to the Flag: Moment of Silence: Minutes

**REGULAR AGENDA**

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**9:00 a.m. RECOGNITION**

Witney Hoffman	County Attorney	10 Years of Service
Janet Reynolds	GIS/DES	Retirement

**PUBLIC COMMENTS ON REGULAR, CONSENT AND FILED AGENDA ITEMS**

1. **COUNTY ATTORNEY**

- a. Resolution 26-50 of Intent for the Purpose of Convening a County Compensation Board to Hold Two Public Hearings to Recommend Elected Officials' Compensation for FY2027 to the Yellowstone County Board of Commissioners Setting the Public Hearings for Tuesday, May 19, 2026, and Tuesday, June 2, 2026, at 10:00 a.m.
- b. Resolution 26-51 Mandating the Annual Formation of the County Compensation Board and Providing a Mechanism for Making Appointment and Noticing Public Hearings
- c. Contract Addendum - Yellowstone County and Alternatives Inc.

**CLAIMS**

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**CONSENT AGENDA**

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1. **COMMISSIONERS**

- a. Board Reappointment - Tom Whittle to Shepherd FSA/ Brent Kautz to Huntley Cemetery Board
- b. Board Openings - City/County Planning/ Broadview Cemetery/ Blue Creek FSA/ Laurel Fire District 5 & 7/ Consolidated Zoning Commission/ Lockwood Pedestrian Safety District/ Area II Agency on Aging/ Lockwood TEDD

2. **COUNTY ATTORNEY**

Resolution 26-49 Requesting Prosecutorial Assistance in State v. MTLH

3. **FINANCE**

- a. Notice of Award - MetraPark Arena East Rock Face Stabilization
- b. Notice of Award - Ostlund Building Janitorial Services RFP
- c. Request to Expend - Electronic Access at Youth Services Center
- d. Request for Proposals - MetraPark Fair Gate Booths RFP

4. **PUBLIC WORKS**

Request for Proposals - Yellowstone County MS4 Permit Compliance Assistance

5. **HUMAN RESOURCES**

**PERSONNEL ACTION REPORTS - District Court** - 1 Appointment; **Finance** - 1 Appointment; **IT** - 1 Salary & Other; **Road & Bridge** - 1 Appointment; **Detention Facility** - 2 Appointments, 2 Terminations; **Sheriff's Office** - 1 Termination; **Youth Services Center** - 1 Termination

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**FILE ITEMS**

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1. **AUDITOR**

Payroll Audit for April 1 to April 15, 2026

2. **CLERK AND RECORDER**

Board Minutes - Lockwood Irrigation Board Minutes and Yellowstone Conservation District Board Minutes

3. **COMMISSIONERS**

- a. Letter of Support - OJJDP Grant
- b. Board Minutes - Tax Appeal Board 4/21/26

4. **EMERGENCY AND GENERAL SERVICES**

- a. VFC Grant Reimbursement Request - 4/6/2026
- b. FY25/26 VFC Grant Closeout Letter\_4.15.26

5. **HUMAN RESOURCES**

April 1 - April 15 Payroll Audit

**PUBLIC COMMENTS ON COUNTY BUSINESS**

\*Public comment is an opportunity for individuals to address the Board, however, the Board cannot engage in discussion or take action on items not properly noticed on the agenda. Public comment is limited to 3 minutes per individual.



B.O.C.C. Regular

Meeting Date: 04/28/2026

Title: April Recognition

Submitted By: Charri Victory

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TOPIC:

Witney Hoffman	County Attorney	10 Years of Service
Janet Reynolds	GIS/DES	Retirement

BACKGROUND:

na

RECOMMENDED ACTION:

na

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B.O.C.C. Regular

1. a.

Meeting Date: 04/28/2026

Title: Res 26-50

Submitted By: Teri Reitz, Board Clerk

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**TOPIC:**

Resolution 26-50 of Intent for the Purpose of Convening a County Compensation Board to Hold Two Public Hearings to Recommend Elected Officials' Compensation for FY2027 to the Yellowstone County Board of Commissioners Setting the Public Hearings for Tuesday, May 19, 2026, and Tuesday, June 2, 2026, at 10:00 a.m.

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Approve.

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**Attachments**

Resolution of Intent for Comp Board

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**YELLOWSTONE COUNTY BOARD OF COMMISSIONERS**

**Resolution of Intent for the Purpose of Convening a County Compensation Board to Hold Two Public Hearings to Recommend Elected Officials' Compensation for FY2027 to the Yellowstone County Board of Commissioners**

WHEREAS, §7-4-2503, MCA mandates the formation of a County Compensation Committee to annually recommend elected officials' salaries to the Yellowstone County Board of Commissioners;

WHEREAS, §7-4-2503, MCA mandates that the recommendation be made following public hearings;

WHEREAS, the Yellowstone County Board of Commissioners is vested with the authority to appoint a County Compensation Board in accordance with §7-4-2503, MCA;

BE IT THEREFORE RESOLVED by the Yellowstone County Board of Commissioners that the Yellowstone County Clerk and Recorder shall publish twice in the *Yellowstone County News* a Notice of Public Hearings to be conducted by the Compensation Board on **Tuesday, May 19, 2026** and **Tuesday, June 2, 2026** in the **Ostlund Building** at 2825 3<sup>rd</sup> Avenue North (3<sup>rd</sup> Floor) Room 309, Billings, Montana at **10:00 A.M.**

IT IS FURTHER RESOLVED by the Board of County Commissioners that the Clerk and Recorder shall receive written comments from the public and shall publish any comments to the Compensation Board at the public hearings.

DATED this \_\_\_\_ day of April 2026.

YELLOWSTONE COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST:

\_\_\_\_\_  
Jeff Martin, Clerk & Recorder

B.O.C.C. Regular

1. b.

Meeting Date: 04/28/2026

Title: Resolution Mandating for Formation of the Comp Board

Submitted By: Teri Reitz, Board Clerk

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**TOPIC:**

Resolution 26-51 Mandating the Annual Formation of the County Compensation Board and Providing a Mechanism for Making Appointment and Noticing Public Hearings

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Approve.

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**Attachments**

Resolution Forming Comp Board

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**YELLOWSTONE COUNTY BOARD OF COMMISSIONERS**

**Resolution Mandating the Annual Formation of the County Compensation Board and Providing a Mechanism for Making Appointments and Noticing Public Hearings**

WHEREAS, pursuant to § 7-4-2503 of the Montana Code Annotated, the Board of County Commissioners shall annually form a County Compensation Board to recommend to the Board of County Commissioners a compensation schedule for elected county officials;

WHEREAS, the law mandates that the Compensation Board must hold at least two public hearings before forwarding a recommendation for elected officials' pay to the Board of County Commissioners;

WHEREAS, the Board of County Commissioners is vested with the authority and responsibility to appoint members of the County Compensation Board annually;

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners shall appoint the following members by Resolution pursuant to §7-4-2503 of the Montana Code Annotated:

- 1) All three County Commissioners;
- 2) Three County officials other than the County Attorney;
- 3) The County Attorney;
- 4) Two to four residents of the County to staggered three-year terms.

The County Compensation Board may take the following into account when making a recommendation to the Board of County Commissioners for elected officials' salaries:

- 1) Salaries paid to comparable officials in other Montana counties, other states, state government, federal government and private enterprises;
- 2) County variations, including population, the number of residents living in unincorporated areas, assessed valuation, motor vehicle registrations, building permits and other factors considered necessary to reflect the variations in the workloads and responsibilities of county officials as well as the tax resources of the county.

The Board of County Commissioners shall appoint the Compensation Board by Resolution each year and shall cause a Resolution of Intent to be enacted each year setting the dates for public hearings directing Clerk and Recorder to publish Notice of said dates.

DATED this \_\_\_\_ day of April 2026.

YELLOWSTONE COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST

\_\_\_\_\_  
Clerk and Recorder

B.O.C.C. Regular

1. c.

Meeting Date: 04/28/2026

Title: Contract Addendum 1 between Yellowstone County and Alternatives Inc.

Submitted For: Melissa Williams, Deputy County Attorney

Submitted By: Erika Guy

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TOPIC:

Contract Addendum - Yellowstone County and Alternatives Inc.

BACKGROUND:

See Attached

RECOMMENDED ACTION:

Approve or Deny

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Attachments

Contract Addendum

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## **CONTRACT ADDENDUM NO. 001**

### **Between Yellowstone County and Alternatives, Inc.**

This Addendum to the Agreement for Project Management Services (“Agreement”) is made and entered into by and between **Yellowstone County** (“County”) and **Alternatives, Inc.** (“Service Provider”).

#### **1. Purpose**

The purpose of this Addendum is to extend the services provided under the Agreement dated December 9, 2025 for Case management services in the Yellowstone County Jail Based Program/HEART Grant Project. The purpose of this Addendum is to modify service expectations and reimbursement rates under the Agreement to ensure Yellowstone County continues to meet the requirements of the current grant funding committed through the end of the fiscal year. Modification of these case management services is necessary to prevent any interruption in service delivery, provide enhanced services with the modification and agreement of Ivy adjusting their scope, and to protect the County from disruption of eligible reimbursement for services already being provided. This Addendum also affirms the County’s commitment to strengthening case processing within the courts, reducing re-entries into the jail, and expanding preventative and supportive services designed to reduce crime and promote public safety.

#### **2. Term**

The Agreement is hereby authorized through **June 30, 2026**.

#### **3. Compensation**

The County agrees to compensate Service Provider at a flat rate of **\$8,716.33 per month** beginning April 1, 2026 until June 30, 2026 for services rendered under this Addendum.

#### **4. Scope of Services**

4.1 The Service Provider shall continue to manage the consolidation of data received from all project partners and ensure accuracy and consistency of such data before submission. This includes verifying client information and reconciling discrepancies to maintain the integrity of program records.

4.2 The Service Provider shall be responsible for preparing and submitting both monthly client-level reports detailing services provided to participants, as well as quarterly outcome reports required by the State of Montana. These reports will demonstrate service delivery, utilization trends, and measurable outcomes in alignment with program requirements.

4.3 The Service Provider shall continue to review, audit, and submit data reporting and invoices monthly.

4.4 The Service Provider shall serve as the primary car coordinator service provider. This role includes facilitating intakes, completing individual transition plans, making referrals, and coordinating inmate releases and service applications.

4.5 The Service Provider shall continue to work with program partners, Detention Center Staff, and any additional groups/agencies that may be impacted by changes in program requirements, or inmate issues.

4.6 In addition to the existing duties, the Service Provider will coordinate treatment providers, the medical providers, and facilitate collaboration between prosecution and defense attorneys. The purpose of this coordination is to improve access to appropriate care, strengthen continuity of treatment and services, and enhance communication between criminal justice stakeholders.

4.7 The Service Provider will continue to work with program partners and the Yellowstone County Detention Facility on the case staffing of individual inmates into the program, ensuring effective and efficient coordination of services to reduce the burden on jail staff and community partners.

## 5. Effect of Addendum

Except as expressly modified by this Addendum, all other terms and conditions of the Agreement remain unchanged and in full force and effect.

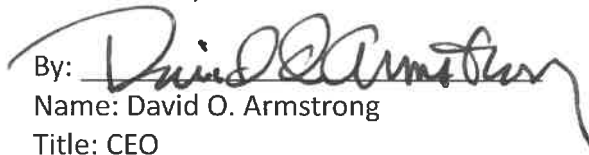
**IN WITNESS WHEREOF**, the parties hereto have executed this Addendum as of the dates written below.

### Yellowstone County

By: \_\_\_\_\_  
Name: Commissioner Mark Morse  
Title: Yellowstone County Commissioner Chair

Date: \_\_\_\_\_

### Alternatives, Inc.

By:   
Name: David O. Armstrong  
Title: CEO

Date: 4/23/2026

B.O.C.C. Regular

1. a.

Meeting Date: 04/28/2026

Title: Board Reappointment

Submitted By: Erika Guy

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**TOPIC:**

Board Reappointment - Tom Whittle to Shepherd FSA/ Brent Kautz to Huntley Cemetery Board

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

Sign and Mail

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**Attachments**

Tom Whittle

Brent Kautz

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# Yellowstone County



COMMISSIONERS  
(406) 256-2701

P.O. Box 35000  
Billings, MT 59107-5000  
bocc@yellowstonecountymt.gov

April 28, 2026

Mr. Tom Whittle  
7622 Spear Drive  
Shepherd, MT 59079

RE: Re-appointment to Shepherd Fire Service Area Board

Dear Mr. Whittle,

The Board of County Commissioners of Yellowstone County has re-appointed you to the above-named board. Your term by this appointment will be to May 1, 2029.

We wish to take this opportunity to thank you, in advance, for accepting this community service.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

\_\_\_\_\_  
Mark Morse, Chair

\_\_\_\_\_  
Michael J. Waters, Member

\_\_\_\_\_  
Chris White Member

BOCC/eg

c: Board File - Clerk & Recorder  
Mr. Derek Yeager, 2825 3<sup>rd</sup> Ave N, Billings, MT 59101

# Yellowstone County



COMMISSIONERS  
(406) 256-2701

P.O. Box 35000  
Billings, MT 59107-5000  
bocc@yellowstonecountymt.gov

April 28, 2026

Mr. Brent Kautz  
Po Box 14  
Ballantine, MT 59006

RE: Re-appointment to Huntley Cemetery Board

Dear Mr. Kautz,

The Board of County Commissioners of Yellowstone County has re-appointed you to the above-named board. Your term by this appointment will be to June 30, 2029.

We wish to take this opportunity to thank you, in advance, for accepting this community service.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

\_\_\_\_\_  
Mark Morse, Chair

\_\_\_\_\_  
Michael J. Waters, Member

\_\_\_\_\_  
Chris White Member

BOCC/eg

c: Board File - Clerk & Recorder  
Ms. Leona Samson, Po Box 36, Ballantine, MT 59006

B.O.C.C. Regular

1. b.

Meeting Date: 04/28/2026

Title: Board Openings

Submitted By: Erika Guy

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**TOPIC:**

Board Openings - City/County Planning/ Broadview Cemetery/ Blue Creek FSA/ Laurel Fire District 5 & 7/  
Consolidated Zoning Commission/ Lockwood Pedestrian Safety District/ Area II Agency on Aging/  
Lockwood TEDD

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

Post

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**Attachments**

Board Openings

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# YELLOWSTONE COUNTY BOARD OPENINGS

April 28, 2026

CITY/COUNTY PLANNING: DIST 3	2 year	1 partial to 12/31/26
CITY/COUNTY PLANNING: DIST 4	2 year	1 partial to 12/31/26
CITY/COUNTY PLANNING: DIST 5	2 year	1 full to 12/31/27
CITY/COUNTY PLANNING: DIST 7	2 year	1 full to 12/31/27

- NOTE: To be eligible for the above special district boards, applicants must live AND own property within the boundaries of the district. To find which planning district you live in, please contact the City/County Planning Division at 247-8676.

BROADVIEW CEMETERY	3 year	1 full to 6/30/29
BLUE CREEK FIRE SERVICE AREA	3 year	2 full to 5/8/27
LAUREL FIRE DISTRICT #5	3 year	1 full to 5/1/28
LAUREL FIRE DISTRICT #7	3 year	1 full to 5/1/28

- NOTE: To be eligible for the above special district boards, applicants must live OR own property within the boundaries of the district.

CONSOLIDATED ZONING COMMISSION	2 year	1 full to 6/30/27 1 full to 6/30/28
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- NOTE: Eligible applicants for the above board must live outside the city limits of Billings but within 4-1/2 mile zoning boundary.

LOCKWOOD PEDESTRIAN SAFETY DISTRICT ADV.	3 year	1 partial to 12/31/27
AREA II AGENCY ON AGING	1 year	1 full to 6/30/27
LOCKWOOD TEDD	3 year	1 full to 3/31/29

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APPLICATIONS FOR THE ABOVE POSITIONS WILL BE ACCEPTED  
UNTIL 5:00PM ON THURSDAY, May 28, 2026

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April 14, 2026

LOCKWOOD URBAN TRANSPORTATION DISTRICT	4 year	2 full to 5/2/28
FUEGO FIRE SERVICE AREA	3 year	1 full to 12/31/28
WORDEN FIRE DISTRICT #4	3 year	1 full to 5/1/29
LAUREL FIRE DISTRICT #7	3 year	1 full to 5/1/29
LAUREL FIRE DISTRICT #5	3 year	1 full to 5/1/29

- NOTE: To be eligible for the above special district boards, applicants must live OR own property within the boundaries of the district.

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APPLICATIONS FOR THE ABOVE POSITIONS WILL BE ACCEPTED  
UNTIL 5:00PM ON THURSDAY, May 14, 2026

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B.O.C.C. Regular

Meeting Date: 04/28/2026

Title: Prosecutorial Assistance in State v. MTLH

Submitted For: Amy Tolzien

Submitted By: Amy Tolzien

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TOPIC:

Resolution 26-49 Requesting Prosecutorial Assistance in State v. MTLH

BACKGROUND:

Defendant is a relative of an employee of YCAO.

RECOMMENDED ACTION:

Approve.

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Attachments

Resolution - MTLH

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**YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS**

Resolution No. 26-49

**Resolution for Prosecutorial Assistance**

WHEREAS, the Yellowstone County Attorney’s Office has requested prosecutorial assistance in *State of Montana v. M.T.L.H.* (26-707506 / DC 26-0437); and

WHEREAS, it is deemed appropriate that a Special Deputy County Attorney be appointed to assist in the prosecution of the aforementioned cases;

IT IS HEREBY RESOLVED that attorneys for the Montana Department of Justice, Prosecution Services Bureau be appointed as Special Deputy County Attorneys for Yellowstone County for the purpose of assisting in the prosecution of the aforementioned case.

DATED this \_\_\_\_\_ day of April 2026.

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

ATTEST:

\_\_\_\_\_  
Clerk and Recorder

B.O.C.C. Regular

3. a.

Meeting Date: 04/28/2026

Title: Notice of Award - MetraPark Arena East Rock Face Stabilization

Submitted For: Matt Kessler, Purchasing Agent

Submitted By: Matt Kessler, Purchasing Agent

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**TOPIC:**

Notice of Award - MetraPark Arena East Rock Face Stabilization

**BACKGROUND:**

A Request for Proposals was released on March 3rd, 2026 seeking a contract for rock stabilization services for the MetraPark East Rock Face Stabilization project. Three responses were received from Access Limited, Global Rock Works, and Rockstars Slope Stabilization, LLC. A selection committee reviewed and evaluated responses based off of the established criteria in the RFP. The Commissioners approved the committee's recommendation to award Access Limited on Tuesday, April 21st, 2026.

**RECOMMENDED ACTION:**

Approve Notice of Award and return a copy to Finance.

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**Attachments**

NOA - Metra Rock Stabilization

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**Yellowstone County  
Finance Department**

**Notice of Award**

Date of Issuance: April 28<sup>th</sup>, 2026

Solicitation Title: MetraPark Arena East Rock Face Stabilization RFP

Solicitation Close Date: April 6<sup>th</sup>, 2026

Offeror: Access Limited

Offeror's Address: 1102 Pike Lane, Oceano, California 93455

This document shall serve as notifications that Access Limited is the successful offeror for the MetraPark Arena East Rock Face Stabilization project. A formal contract will follow this document.

B.O.C.C. Regular

3. b.

Meeting Date: 04/28/2026

Title: Notice of Award - Ostlund Building Janitorial Services RFP

Submitted For: Matt Kessler, Purchasing Agent

Submitted By: Matt Kessler, Purchasing Agent

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**TOPIC:**

Notice of Award - Ostlund Building Janitorial Services RFP

**BACKGROUND:**

A Request for Proposals was released on March 17th, 2026 seeking a contract for janitorial services for the Ostlund Building located at 2825 3rd Ave North, Billings, MT 59101. Four responses were received from Pride of Montana, Automated Maintenance Services, Inc., Peacock Cleaning LLC, and Eva's Cleaning Service LLC. A selection committee reviewed and evaluated responses based on the established criteria. The Commissioners approved the committee's recommendation to award Pride of Montana, LLC., on Tuesday, April 21st, 2026.

**RECOMMENDED ACTION:**

Approve Notice of Award and Return a copy to Finance.

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**Attachments**

NOA - Ostlund Building Janitorial Services

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**Yellowstone County  
Finance Department**

**Notice of Award**

Date of Issuance: April 28<sup>th</sup>, 2026

Solicitation Title: Ostlund Building Janitorial Services RFP

Solicitation Close Date: April 6<sup>th</sup>, 2026

Offeror: Pride of Montana, Inc.

Offeror's Address: 175 North 27<sup>th</sup> Street, Suite 1310, Billings, MT 59101

This document shall serve as notifications that Pride of Montana, Inc., is the successful offeror for the Ostlund Building Janitorial Services RFP. A formal contract will follow this document.

B.O.C.C. Regular

3. c.

Meeting Date: 04/28/2026

Title: Request to Expend - Electronic Access at Youth Services Center

Submitted For: Matt Kessler, Purchasing Agent

Submitted By: Matt Kessler, Purchasing Agent

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**TOPIC:**

Request to Expend - Electronic Access at Youth Services Center

**BACKGROUND:**

The Facilities Department is requesting Commissioners' approval for the purchase of services to provide electronic access for exterior doors at Youth Services Center. The price for these services is \$15,911.99. There are sufficient funds in the Youth Services Center - Equipment account (4050.000.599.420250.940) for this purchase.

**RECOMMENDED ACTION:**

Approve request and return a copy to Finance.

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**Attachments**

RTE - YSC Electronic Access

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# Yellowstone County

## Request to Expend

This form is to be completed for all Capital outlay requests (a single item costing \$5,000.00 or more or a useful life of at least one year). Please attach all pertinent paperwork with price quotes, if available, and forward to the Purchasing Department with a completed Requisition. The Account Code numbers and budget balance lines must be completed by the requesting Department. Please use the most recent budget report to obtain this information. This date will be verified by the Finance Department. If the item(s) to be purchased are over the budgeted amount or were not budgeted, Commissioner approval is required prior to placing the order.

Item(s) Requested:

Electronic access at Youth Services

Cost: \$15,911.99

Other Costs: \_\_\_\_\_

Less Trade-in / Discount \_\_\_\_\_

Net Cost of Request \$15,911.99

Explanation of Purchase

Electronic access for exterior areas at Youth Services.

Facilities

[Signature]

Department

Elected Official or Department Manager

Budget Information

COMMISSIONER ACTION

Account Numbers: 4050.000.599.420<sup>250</sup>~~450~~.940

Approved: YES \_\_\_ NO \_\_\_

Budget Balance: \$135,138.59

Tabled: \_\_\_\_\_

Is this a budgeted item? Yes

Date: \_\_\_\_\_

Finance Note: Service is \$911.99 over

Votes: YES NO

original budget amount.

Chairperson \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

[Signature]

Purchasing Agent

Date

B.O.C.C. Regular

3. d.

Meeting Date: 04/28/2026

Title: Request for Proposals - MetraPark Fair Gate Booths RFP

Submitted For: Matt Kessler, Purchasing Agent

Submitted By: Matt Kessler, Purchasing Agent

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**TOPIC:**

Request for Proposals - MetraPark Fair Gate Booths RFP

**BACKGROUND:**

MetraPark is requesting Commissioners' approval to release a Request for Proposals seeking qualified vendors to provide proposals for the design and manufacture of two fair booths to service the MetraPark campus. Proposals must be received no later than 3:00PM on May 18th, 2026. Proposals received after this deadline will not be considered. All timely proposals will be opened and acknowledged on Tuesday, May 19th, 2026, at 9:00AM during the Commissioners' regular board meeting.

**RECOMMENDED ACTION:**

Approve request and return a copy to Finance.

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**Attachments**

RFP - MetraPark Fair Gate Booths

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**YELLOWSTONE COUNTY, MONTANA**  
**Request for Proposals**  
**MetraPark Fair Gate Booths**

**1. Introduction**

Notice is hereby given that Yellowstone County is seeking proposals from qualified vendors to provide proposals for the design and manufacture of two (2) high quality, prefabricated fair gate booths to service our MetraPark campus, located at 308 6<sup>th</sup> Ave N, Billings, MT 59101. The award will be made to the most qualified candidate whose proposal is deemed most advantageous to the County/MetraPark, all factors considered. Unsuccessful candidates will be notified immediately after the selection process is complete. Proposals that are deemed incomplete by the selection committee will not be reviewed.

In order to provide a complete understanding of the services to be provided, a **mandatory** Pre-Submittal Meeting will be held virtually on May 11<sup>th</sup>, 2026, at 2:30PM. Please reach out to Matt Kessler, [mkessler@yellowstonecountymt.gov](mailto:mkessler@yellowstonecountymt.gov) for an invite to the virtual meeting. Attendance will be taken. Proposals submitted without a representative attending the pre-submittal meeting will not be considered for award.

**2. Project Overview**

The purpose of this project is to provide two (2) high-quality, prefabricated fair gate booths to serve as the main point of sale and service for customers. The booths should be secure, functional, and attractive structures that will support our team in managing ticket sales, guest services, and general operational needs.

Key elements of the project include:

- Design of the booths (if not prefabricated design)
- Manufacturing and fabrication
- Site delivery and installation
- Long-term durability and low maintenance requirements

**3. Project Requirements/Scope of Work**

Specifications:

The prefabricated fair gate booth buildings should meet the following requirements:

- **Size:** 7' D x 20' W

- **Exterior:** Modern design, with a clean, professional look.
  - (5) ticket windows (1 lower ADA accessible window) with non-electronic speaker tubes & cash slot. Option to add powered microphone and speaker.
  - Windows must be glazed, tempered safety glass in frames. All windows fixed and non-opening with cash slot at bottom.
  - Weather-resistant finishes and materials (metal exterior/non-wood finish)
  - Suitable for outdoor use in Montana
  - Energy-efficient insulation and glazing for comfort and energy savings
  - Canopy overhang of at least 3” around outside.
  - Stainless steel shelf outside
  - Exterior lighting options
- **Interior Layout:**
  - Counter space for ticketing operations
  - Electrical outlets for computers, printers, lighting (including at least 1 duplex GFCI per window), and data for internet and networking.
  - Locking cash drawers
- **Accessibility:**
  - (1) ADA-compliant window with appropriate height outside counter
  - Proper lighting and HVAC system for comfort (AC and heat)
- **Security:**
  - Metal frame locking door and shutter(s) for all windows
  - Locking cash drawers for each window under counter

Manufacturing and Materials:

- High-quality, durable materials that require minimal maintenance (metal exterior/non-wood finish)
- Weatherproof and resistant to environmental wear (e.g., wind, rain, snow)
- Energy-efficient components, including insulation, windows, and HVAC systems
- Compliance with local building codes and safety regulations (ST of MT)

Installation:

- Vendor responsible for coordinating all aspects of delivery
- Coordination with local authorities for permits if necessary
- Delivery of the structure to the site or complete assembly on location
- Final inspection and quality check upon delivery and installation

Warranty and Maintenance:

- Vendor must offer a warranty for materials and workmanship, including a minimum of (1) year for defects and failures

- Option for ongoing maintenance and support after warranty period
- Clear instructions for long-term care and upkeep of the building

#### 4. Proposal Content Requirements

Offerors who are interested in participating in this RFP are requested to respond to each of the following items. Proposals should contain information in the same order as requested in the RFP and should identify the item to which the responses apply.

1. **Company overview:** Provide a brief description of your company, including your experience in manufacturing prefabricated structure.
2. **Design Concept:** Provide drawings, renderings or diagrams showcasing your proposed design for the fair gate booths, including exterior and interior views.
3. **Materials and Specifications:** A detailed list of the materials planned for use in manufacture of the prefabricated structure, including certifications or quality assurances for materials being used.
4. **Proposed Timeline:** Provide a proposed project timeline in detail for completion of the project from design to installation. Be sure to factor in time for County design approval, manufacture, shipping and installation. Offerors should use [Date] as the start date for the project as this is the date intended to have a contract executed. If a contract is not executed by this date, then the County will adjust dates for completion of the project based on the estimated length proposed by offeror.
5. **Cost:** Provide a detailed breakdown of costs, including:
  - a. Design and engineering fees (if any)
  - b. Manufacturing costs
  - c. Freight costs
  - d. Installation costs
  - e. Warranty and maintenance options
  - f. Any additional costs for optional features
6. **Related Experience:** Provide examples of similar projects that you have completed, including references or testimonials from past clients.

7. **Post-Installation Support:** Provide information on any ongoing support, maintenance packages, and customer service options that are available after the building is installed.
8. **Other:** Provide any other information or options not mentioned above, if any, that the offeror proposes that would be advantageous to the County/MetraPark.

All costs associated with the preparation of the proposal will be the responsibility of the offeror.

## 5. Selection Process & Evaluation Criteria

A selection committee will be formed and review all proposals. The selection committee, at its sole discretion, shall determine whether offerors have the basic qualifications and experience to successfully provide the services required in this RFP. Proposals that are deemed incomplete by the selection committee will not be reviewed.

Proposals will be evaluated based on the following criteria:

- Company overview: **5 points**
- Design Quality: Aesthetic appeal and functional design that meets the project requirements – **30 points**
- Cost: Overall cost of the project – **30 points**
- Relevant Experience: Proven track record of delivering similar prefabricated buildings. – **15 points**
- Timeline: Proposed timeline and ability to meet that timeline – **10 points**
- Warranty and Maintenance: Length and terms of warranty and support offered – **10 points**

The Board reserves the right to reject any or all proposals received, to waive informalities to evaluate the proposals submitted, and to accept the proposal that best serves the interests of Yellowstone County.

## 6. Timeline

Event	Date/Time
Publication Dates for RFP	May 1 <sup>st</sup> and May 8 <sup>th</sup> , 2026
Mandatory Pre-Submittal Meeting	May 11 <sup>th</sup> , 2026, at 2:30 PM
Deadline for Proposals	May 18 <sup>th</sup> , 2026, by 3:00 PM
Review of Proposals by Selection Committee	No later than May 21 <sup>st</sup> , 2026
Notice of Intent to Award Posting	May 26 <sup>th</sup> , 2026
Notice of Award	June 2 <sup>nd</sup> , 2026

Yellowstone County reserves the right to modify the above timeline as needed.

## 7. Proposal Submittal

Offerors shall submit five hard copies of the proposal and one digital copy in PDF format on a USB drive in a sealed envelope. All proposals must be labeled **“Metra Box Office Building RFP”**. Proposals may either be mailed or physically delivered to the following addresses.

**Mail To:**

Yellowstone County BOCC  
PO Box 35000  
Billings, MT 59107

**Physically Deliver To:**

Yellowstone County BOCC  
Ostlund Building, Room 309, 3<sup>rd</sup> Floor  
2825 3<sup>rd</sup> Ave North  
Billings, MT 59101

**All proposals must be received no later than 3:00 PM on Monday May 18<sup>th</sup>, 2026.**

Proposals received after this deadline will not be considered.

All proposals must include a Bid Security made in favor of Yellowstone County in an amount equal to 10% of the total project cost. The security may consist of a bid bond, cash, a cashier’s check, a certified check, a bank money order, a certificate of deposit, a money market certificate, or a bank draft. The security must be: a) drawn and issued by a federally chartered or state chartered bank or savings and loan association that is insured by or for which insurance is administered by the Federal Deposit Insurance Corporation; or b) drawn and issued by a credit union insured by the National Credit Union Share Insurance Fund; or c) a bid bond or bonds, original only, no photocopies, executed by a surety company authorized to do business in the State of Montana. Facsimiles, personal and/or business checks are not an acceptable form of security.

Timely proposals will be opened and read aloud at 9:00 AM, on Tuesday, May 19<sup>th</sup>, 2026, in Room 309 on the 3<sup>rd</sup> Floor of the Ostlund Building, 2825 3<sup>rd</sup> Ave N, Billings, MT 59101.

## **8. Amendments to Solicitation**

Any interpretation, correction, or addition of this request will be published on the County website at <https://www.yellowstonecountymt.gov/purchasing/>.

## **9. Contact Information & Questions**

Any questions regarding the project or proposal submittal procedures should be submitted, in writing, to Matt Kessler, Purchasing Agent, at [mkessler@yellowstonecountymt.gov](mailto:mkessler@yellowstonecountymt.gov).

Under no circumstances may offerors contact any staff or elected official directly regarding this solicitation other than the designated point of contact.

An addendum containing responses to all questions received will be posted on the County's website, listed above in section 8 of this RFP, no later than May 13<sup>th</sup>, 2026.

## **10. Miscellaneous**

### **Compliance With Laws**

Each bidder must have a current Montana Public Contractor's Registration number when submitting their proposal. The number must appear on the proposal. All subcontractors, if any, must obtain a registration number prior to beginning any work on the project. Bid only registrations are acceptable for the RFP process. No proposal may be withdrawn for at least 45 days after the scheduled deadline time for receipt of the proposals.

The successful offeror will be required to follow all the directives included in section 18-2-422 of the Montana Code Annotated concerning Prevailing Wage Rates for Nonconstruction Services 2025. Those directives are as follows:

(1) The contractor and employers shall pay the standard prevailing wage rate, including fringe benefits, for each job classification as stated in the current prevailing wage rate schedules. The current schedules are available at the State of Montana website. It is the responsibility of the contractors to obtain and use the applicable Wage Rate Schedules.

(2) each contractor and employer are required to maintain payroll records in a manner readily capable of being certified for submission under statute 18-2-423, for not less than 3 years after the contractor's or employer's completion of work on the project; and  
(3) Each contractor is required to post a statement of all wages and fringe benefits in compliance with 18-2-423.

Statute 18-2-423 is as follows: If a complaint is filed with the department alleging noncompliance with 18-2-422, the department may require the project to submit to it certified copies of the payroll records for workers employed on that project. A contractor or a subcontractor shall pay employees receiving an hourly wage on a weekly basis. If a wage violation complaint is filed with the department, the contractor or subcontractor shall provide the employee's payroll records to the department within 5 days of receiving the payroll request from the department.

The Contractor is required to comply with all other applicable provisions of Title 18, Chapter 2, and Part 4 of the Montana Code Annotated.

The successful offeror will be required to give preference to the employment of bona fide Montana residents in the performance of the work on this project.

The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules, and regulations, including the Montana Human Rights Act, Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Any subletting or subcontracting by the Contractor subjects Subcontractors to the same provisions. In accordance with Section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing under the contract.

## **Insurance Requirements**

The Contractor shall maintain at its sole cost and expense, commercial general liability insurance naming Yellowstone County/MetraPark, as additional insured for this project against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars , (\$1,500,000.00), in the aggregate arising from incidents which occur as the result of Contractors negligence during the project and for which Yellowstone County/MetraPark, sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and subcontractors. Contractor shall maintain for this project at its cost and expense, insurance against claims for injuries to persons or damages to property, including

contractual liability which may arise from or in connection with the project by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the project.

Contractor shall name on the Certificate of liability insurance Yellowstone County, as additional insured throughout the project. In addition, Contractor will furnish to Yellowstone County, a copy of the policy endorsement, CG 32 87 05 10, indicating that Yellowstone County/MetraPark, are named as an additional insured under the Contractors insurance policy for this project. Contractor agrees to furnish both the Certificate of insurance and policy endorsement at least ten (10) days prior to beginning work on the project.

Contractor agrees to defend, indemnify and hold harmless Yellowstone County/MetraPark, from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated there with (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of Contractors negligence during this project. And for which Yellowstone County/MetraPark, sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph shall not be limited by any assertions or finding that Yellowstone County, is liable for any damages by reason of a non-delegable duty.

The Board reserves the right to reject any or all bids received, to waive informalities to evaluate the bids submitted, and to accept the bid that best serves the interests of Yellowstone County.

Board of County Commissioners  
Yellowstone County, Montana

\_\_\_\_\_  
Mark Morse  
Chair

Attest:

\_\_\_\_\_  
Jeff Martin  
Clerk and Recorder

**- END OF RFP -**

B.O.C.C. Regular

Meeting Date: 04/28/2026

Title: Request for Proposals - Yellowstone County MS4 Permit Compliance Assistance

Submitted For: Monica Plecker, Public Works Director

Submitted By: Monica Plecker, Public Works Director

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**TOPIC:**

Request for Proposals - Yellowstone County MS4 Permit Compliance Assistance

**BACKGROUND:**

The Public Works Department has prepared this request for proposals because PW intends to enter into a professional services agreement for engineering services to lead and assist the County in updating and finalizing its MS4 SWMP. The County currently has a SWMP but needs assistance to achieve permit compliance, including updating and finalizing local regulations, operating procedures, permit structures, storm water inventory, and enforcement protocols to meet the obligations required by the general permit.

Public Works staff and the BOCC discussed this item on February 19, 2026.

**RECOMMENDED ACTION:**

Approve.

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Attachments

RFP - MS4

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**REQUEST FOR PROPOSALS**  
**Yellowstone County MS4 Permit Compliance Assistance**  
**Yellowstone County Public Works**

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**SECTION 1 – GENERAL INFORMATION**

**1.1 Purpose**

The Yellowstone County Public Works Department is soliciting proposals from qualified engineering firms for services relating to Yellowstone County’s Storm Water Management Program (SWMP) and assistance with compliance under Montana’s Pollutant Discharge Elimination System General Permit (MPDES) for Storm Water Discharges Associated with Small Municipal Separate Storm Sewer Systems (MS4). The County is currently permitted to discharge storm water under authorization MTR040054.

**1.2 General Submission Information**

The Public Works Department intends to enter into a professional services agreement for engineering services to lead and assist the county in updating and finalizing its MS4 SWMP. The County currently has a SWMP but needs assistance to achieve permit compliance, including updating and finalizing local regulations, operating procedures, permit structures, storm water inventory, and enforcement protocols to meet the obligations required by the general permit. The proposal should address the consultants’ capabilities for performing all aspects of the project while presenting specific project information and substantiating the consultant’s methodologies and approach for completing the work requested.

**1.3 Preparation Costs**

The County shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

**SECTION 2 – RULES GOVERNING COMPETITION**

**2.1 Intent to Respond / Questions / RFP Modification**

Interested consultants shall submit a completed “intent to respond” form as well as their complete list of questions regarding the RFP to the contact listed below no later than May 16, 2026:

Jay Anderson, Deputy Public Works Director  
406-254-7926  
[jandereson@yellowstonecountymt.gov](mailto:jandereson@yellowstonecountymt.gov)

It is the consultant's responsibility to verify the County has received the "intent to respond" form. The County will compile the questions and issue a single response via email to all firms that submitted the "intent to respond" form. The date of the County's response email must be acknowledged in the Letter of Transmittal (4.2).

Please note - the County may have your email from previous correspondence. If you are interested in submitting on this RFP, you submit question(s), but you fail to complete and submit the "intent to respond" form, you will not receive the electronic response to questions and any potential RFP modifications.

## **2.2 Examination of Proposals**

Proposers should carefully examine the entire RFP, question responses issued by the County, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the Work.

## **2.3 Proposal Acceptance Period**

Award of this proposal is anticipated to be announced within **forty-five (45) calendar days** following the submission date, although all offers must be completed and irrevocable for **ninety (90) days** after the submission date.

## **2.4 Confidentiality**

The content of all proposals will be kept confidential until the selection of the consultant is publicly announced. At that time the selected proposal is open for review. After the award of the contract, all proposals will then become public information.

## **2.5 Proposal Format**

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

## **2.6 Signature Requirements**

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## **2.7 Proposal Submission**

Two (2) hard copies and one (1) electronic copy (PDF on thumb drive or similar) of the proposal clearly identified as “RFP for Yellowstone County MS4 Permit Compliance Assistance” shall be received by the Board of County Commissioners (BOCC) no later than 3:00 PM local time, Friday, May 29, 2026. Proposals may be hand delivered to the BOCC at 2825 3<sup>rd</sup> Ave N, Rm 419, or mailed to:

Board of County Commissioners  
Yellowstone County  
P.O. Box 35000  
Billings, MT 59107

## **2.8 News Releases**

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Public Works Department.

## **2.9 Disposition of Proposals**

All materials submitted in response to this RFP become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and may be distributed by written request pursuant to Montana’s Constitutional Right to Know or Public Records Acts.

Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors prior to award of contract by BOCC. However, each proposal submitted shall be retained for the official files of the Department and will become public record after award of the contract.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.

## **2.10 Modification/Withdrawal of Proposals**

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the County after the date of receipt and following oral presentations.

## **2.11 Late Submissions**

PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED IN THE ADVERTISEMENT (3:00 PM local time, Friday, May 29, 2026) WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER

RECOMMENDATION OF AWARD.

**2.12 Rejection of Proposals**

Yellowstone County reserves the right to reject any or all proposals if determined to be in the best interest of the County.

**SECTION 3 – PROJECT INFORMATION**

**Project Name:**

Yellowstone County MS4 Permit Compliance Assistance

**Scope of Work:**

1. Analysis of Existing Documents
  - a. In the past, the County has had consultant help in preparing its Storm Water Management Program (SWMP). You may request a copy of this document by emailing Jay D. Anderson at [janderson@yellowstonecountymt.gov](mailto:janderson@yellowstonecountymt.gov) or by finding it online at: [https://www.yellowstonecountymt.gov/publicworks/forms/StormWater/YellowstoneCounty\\_MS4\\_SWMP.pdf](https://www.yellowstonecountymt.gov/publicworks/forms/StormWater/YellowstoneCounty_MS4_SWMP.pdf)
2. Update Yellowstone County Storm Water Management Program (SWMP)
  - a. The County, as part of its General Permit, has a SWMP for permit years 2022-2027. However, the SWMP requires updating reflective of the framework developed as part of this RFP and scope of work. The consultant shall amend the SWMP accordingly.
    - i. MCM 1&2 – Consultant to update MCM’s 1&2 in current SWMP as required to achieve 2022-27 General Permit compliance. Consultant will create active and passive engagement content to comply with permit requirements. This includes joining County staff in attending and presenting County MS4 information at seminars, conferences, meetings, and setting up a fair booth with County staff as required to satisfy the active engagement permit requirements. This includes creating webpage content for display on the website (see Section 3.6 for additional requirements) and on the Public Works counter as required to satisfy active and passive engagement permit requirements.
    - ii. MCM 3 – Consultant to update MCM 3 in current SWMP as required to achieve 2022-27 General Permit compliance. The County estimates infrastructure mapping is currently 70-80% complete see Section 3.3 for additional requirements). The Consultant will set up the illicit discharge detection and elimination (IDDE) program and determine the County’s authority and potential enforcement options. This includes all aspects as required by the General Permit within MCM 3 to achieve compliance. The Consultant will inspect outfalls and perform sampling in accordance with the General Permit.

- iii. MCM 4 & 5 – Consultant to update MCM’s 4 & 5 in current SWMP as required to achieve 2022-27 General Permit compliance. A framework for pre- and post-construction site reviews exists in the current SWMP. The consultant should anticipate updating and finalizing the framework. The Consultant will review the pre- and post-construction checklists and perform site visits to ensure compliance. The County is currently working with a software company for online permitting software services and would anticipate the Consultant finalizing the framework to be compliant.
- iv. MCM 6 – Consultant to update MCM 6 in current SWMP as required to achieve 2022-27 General Permit compliance. The Consultant would be expected to update maintenance and operations for its several facilities and update current SOPs. The Consultant will complete training with pertinent County staff as required to satisfy requirements of the General Permit.

3. Stormwater Infrastructure Mapping and Outfall Inventory

- a. The County estimates infrastructure mapping is current 80% complete. The consultant would be expected to review the existing asset data and identify, describe and map any remaining assets and outfalls within the mapped area. In addition to maps, the GIS data will be provided in an appropriate format to YCO GIS.
- b. Utilizing the asset inventory, the consultant shall update the current recommended list of outfalls and prioritized outfalls based on potential illicit discharge risk.

4. Develop Program Framework complete with a Procedure Manual and All Associated Technical Documents

- a. Develop regulatory framework including ordinance(s), regulation(s) and procedures that fit organizationally into Yellowstone County Public Works, taking into consideration, staffing, resources, and other factors. This task shall include:
  - i. Review of existing permit
  - ii. Draft Ordinance that specifically addresses, illicit discharge, construction and post construction controls and requirements and the enforcement authority.
- b. Develop plan review and permit process with accompanying procedures, checklists, applications and other forms as necessary
- c. Develop inspection and enforcement protocols with accompanying procedures, forms and checklists
- d. Develop post construction monitoring and management framework with accompanying procedures, forms and checklists

5. Update of procedures for internal operations (municipal controls)

- a. The Consultant shall review current County practices related to municipal activities that may affect stormwater quality, including but not limited to:
  - i. Street maintenance and sweeping
  - ii. Snow and ice operations

- iii. Fleet and equipment maintenance
    - iv. Parks and grounds activities
    - v. Material storage and handling
  - b. Based on the assessment of the above, the Consultant shall develop written procedures and best management practices tailored to County operations. Procedures should be practical, concise, and implementable by County public works staff given staffing and resources. If procedures require specific documenting protocols, associated documents, checklists and reporting logs shall be created.
- 6. Creation of Content for Public Users Website which is intended to be a toolbox and helpful "how-to" website. Content should be created for the following topic areas:
  - a. General overview of Yellowstone County stormwater requirements
  - b. Stormwater Management 101 and educational information.
  - c. How to Navigate MS4 permitting requirements in Yellowstone County
    - i. Commercial Development
    - ii. Residential Development
    - iii. SWPP Requirements
  - d. Illicit discharge information and source detection information
  - e. Frequently Asked Questions
  - f. Document hub with recommended documents that include description of MS4 Tools, Documents and Resources complete with how-to guides

**Project Development Schedule:**

The RFP and contract negotiation process is anticipated to be completed within twenty-one (21) calendar days after proposal submission. The priority task order timeframe is anticipated to be complete by August 28, 2026 (consultant to deliver draft study for County review by July 31, 2026). Additional task orders if necessary are to be completed via separate contract or amendment in 2026. The County reserves the right to modify or reschedule milestones as necessary.

**The schedule will be discussed and agreed upon with the selected consultant based on the final scope of work.**

**SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposal page limits are as identified below – maximum 5 pages. Information exceeding the amount allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed (12 pt. font or greater), 8½" X 11" sheet of paper. Firms are encouraged to include resumes and any applicable past

projects in an appendix that will **NOT** count toward the pages of the narrative. A title or cover page is allowed and will **NOT** count towards the page number limit. A cover letter or transmittal letter is allowed and **WILL** count towards the page number limit. Electronic proposals to be emailed shall not exceed 25 mb.

The submittal shall include a provision under Section 4.4.D - Available Resources for notifying the Department within thirty (30) days of any changes of personnel that are included in this statement and the addition to the consultant's staff of personnel who may contribute to the discipline specialties for which the consultant has been selected. The County reserves the right to approve all personnel changes. The Department also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

**4.1 Title Page (Not to Exceed 1 Page not included in count)**

Show the RFP title or contract being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

**4.2 Letter of Transmittal (Not to Exceed 1 Page included in count)**

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal **must be signed by a corporate officer or other individual** who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

**4.3 Table of Contents (Not to Exceed 1 Page included in count)**

Clearly identify the materials by Section and Page Number.

**4.4 Proposal Narrative (Not to Exceed 3 Pages included in count)**

- A. Firm Experience (0-20 Points)**
- 1. Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.
  - 2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
  - 3. Identify your firm's performance on similar projects, especially noting County work, County work in the project area, and task work of this type. Provide a point of contact for all County work identified. A current telephone number should also be provided if applicable.

**B. Project Manager (0-10 Points)**

Provide detailed information on the qualifications and relevant experience of the Project Manager as it relates to the required services. Include project references, contact name(s), and current telephone numbers.

**C. Key Project Staff and Subconsultants (0-20 Points)**

Identify key project staff, task leaders, and subconsultants, along with their availability, expected to provide services on behalf of the firm. Resumes should be included, in an appendix that will **NOT** count toward the page count of the narrative, for each of the individuals and subconsultants referenced, which details their relevant experience. Performance on projects, especially County, should be noted.

**D. Available Resources and Consultant Location (0-10 Points)**

1. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
2. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the contract.

**E. Project Methodology and Approach (0-40 Points)**

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations and challenges, which may be envisioned in scoping, completing, and managing small tasks. Provide detailed information on Project Manager's role in scoping tasks with the County and working with key staff or task leaders.

**Total Possible Score (100 Points)**

**SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS**

**5.1 Evaluation Criteria**

Submittals will be evaluated in accordance with the following criteria:

- |           |   |                    |
|-----------|---|--------------------|
| <b>A.</b> | Firm Qualifications and Experience        | <b>0-20 Points</b> |
| <b>B.</b> | Project Manager                           | <b>0-10 Points</b> |
| <b>C.</b> | Proposed Project Staff and Subconsultants | <b>0-20 Points</b> |
| <b>D.</b> | Available Resources and Firm Location     | <b>0-10 Points</b> |

<b>E.</b>	<b>Project Methodology and Approach</b>	<b>0-40 Points</b>
	Maximum Score	<b>100 Points</b>

A committee of individuals representing Yellowstone County will perform an evaluation of the proposals. The committee will rank the proposals as submitted.

Yellowstone County reserves the right to award a single contract solely on the written proposal.

The County also reserves the right to request oral interviews with the highest-ranked firms (short-list). Proposers should anticipate attending an oral interview on Wednesday, June 10, 2026 – specific times will be coordinated with individual firms the week prior. The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators’ scores achieved. The highest-ranked proposer(s), after the second scoring, if performed, may be invited to enter final negotiations with the County for the purposes of contract award.

**SECTION 6 – CONTRACT NEGOTIATION PROCESS**

The highest-ranked proposer(s) may be invited to enter contract negotiations with Yellowstone County. If an agreement cannot be reached with the highest-ranked proposer, the County shall notify the proposer and terminate negotiations. The second highest proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the County reserves the right to terminate negotiations with any proposer should it be in the County’s best interest. Yellowstone County reserves the right to reject any and all proposals submitted.

**SECTION 7 – MISCELLANEOUS**

**Compliance With Laws**

The consultant must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules, and regulations, including the Montana Human Rights Act, Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Any subletting or subcontracting by the consultant subjects subconsultants to the same provisions. In accordance with Section 49-3-207, MCA, the consultant agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing under the contract.

**Insurance Requirements**

The proposer certifies that it/they can comply with the County insurance requirements of:

1. Workers’ compensation and employer’s liability coverage as required by Montana law.

2. Commercial general liability, including contractual and personal injury coverage's - \$1,000,000 per claim and \$2,000,000 per occurrence.
3. Automobility liability - \$1,500,000 per accident.
4. Professional liability in the amount of \$1,500,000 per claim.

Each policy of insurance required by this section shall provide for no less than 30 days' advance written notice to the County prior to cancellation.

The County shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation policies.

Proposer shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Titel 39, Chapter 71, MCA. Proposer shall maintain workers' compensation insurance coverage for all members and employees of proposer's business, except for those members who are exempted as independent contractors under the provisions of 39-71-401, MCA.

Proof of insurance is not required at the time of proposal submission but is required to be provided prior to contract execution.

The successful proposer will be required to complete and submit the new vendor form to be eligible for payment, if not previously completed.

Done by the order of the Board of County Commissioners of Yellowstone County, MT this 28<sup>th</sup> day of April 2026.

Board of County Commissioners  
Yellowstone County, Montana

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Mark Morse  
Chair

Attest:

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Jeff Martin  
Clerk and Recorder

## INTENT TO RESPOND FORM

**RFP:** Yellowstone County MS4 Permit Compliance Assistance

**Dated** \_\_\_\_\_

Email this Intent to Respond form to the contact below no later than May 8, 2026.

**To:** **Yellowstone County**  
**Attn:** Jay Anderson, Deputy Public Works Director  
**Email:** janderson@yellowstonecountymt.gov

<b>From:</b>	_____	Contact Name
	_____	Company Name
	_____	Company Address
	_____	
	_____	Phone Number
	_____	Fax Number
	_____	Email Address

---

---

We intend to respond to this RFP:

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Company Name Date

\_\_\_\_\_  
Contact Name (please print) Title

\_\_\_\_\_  
Signature of Contact Person

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

B.O.C.C. Regular

Meeting Date: 04/28/2026

Title: PARS

Submitted By: Teri Reitz, Board Clerk

---

TOPIC:

**PERSONNEL ACTION REPORTS - District Court** - 1 Appointment; **Finance** - 1 Appointment; **IT** - 1 Salary & Other; **Road & Bridge** - 1 Appointment; **Detention Facility** - 2 Appointments, 2 Terminations; **Sheriff's Office** - 1 Termination; **Youth Services Center** - 1 Termination

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

---

Attachments

PARS

PARS 2

---



Yellowstone County Commissioners  
RECEIVED

APR 20 2026

# Hire/Personnel Action Form

## Employee Information

Employee |  
Michelle Dominguez

## Hire Information

Position Details	Hire Req#	Job Type
Senior District Court Clerk (D) (3026)	202600422	Promotional
Person ID	Job Class	Pay Rate
62927458	Senior District Court Clerk (D)	\$20.83
Department	Job Class#	HireDate
District Court	3026	5/1/26
Division		
N/A		

## Comments

1000.221.410330.111 replaces B. Goodyear promo from Dist. court clerk

## Approvals

HUMAN RESOURCES	Kevin Gillen	4/20/26 9:17 AM
FINANCE	JENNIFER JONES	4/20/26 9:19 AM

Commissioners Action  
Approve Disapprove

Chair	<u>MV</u>	_____
Member	<u>MSW</u>	_____
Member	<u>DR</u>	_____



Yellowstone County Commissioners  
RECEIVED

APR 20 2026

# Hire/Personnel Action Form

## Employee Information

Employee  
Louise Goldenson

## Hire Information

Position Details	Hire Req#	Job Type
Senior Secretary (D) (1060-FI)	202600423	Full-Time Regular
Person ID	Job Class	Pay Rate
66968859	Senior Secretary (D)	\$21.00
Department	Job Class#	HireDate
Finance	1060-FI	5/4/26
Division		
N/A		

## Comments

1000.111.410510:111 replaces M. Fuson 100%

## Approvals

HUMAN RESOURCES	Kevin Gillen	4/20/26 9:18 AM
FINANCE	JENNIFER JONES	4/20/26 9:19 AM

Commissioners Action  
Approve          Disapprove         

Chair                  

Member                  

Member

APR 21 2026

# Hire/Personnel Action Form

## Employee Information

Employee  
William Grimm

## Hire Information

<b>Position Details</b>	<b>Hire Req#</b>	<b>Job Type</b>
IT Senior Computer Specialist (G) (1085)	202600428	Promotional
<b>Person ID</b>	<b>Job Class</b>	<b>Pay Rate</b>
60292693	IT Senior Computer Specialist (G)	\$28.68
<b>Department</b>	<b>Job Class#</b>	<b>HireDate</b>
Information Technology	1085	5/1/26
<b>Division</b>		
N/A		

## Comments

Replacement of open position left by Lloyd Swords departure, promo from IT Support Specialist.

## Approvals

HUMAN RESOURCES	Kevin Gillen	4/20/26 4:36 PM
FINANCE	JENNIFER JONES	4/21/26 7:04 AM
COMMISSIONERS	ERIKA GUY	4/21/26 7:05 AM

Commissioners Action  
Approve Disapprove

Chair	<u>MH</u>	___
Member	<u>MW</u>	___
Member	<u>ED</u>	___



APR 17 2026

# Hire/Personnel Action Form

## Employee Information

Employee  
Kristopher Bashor

## Hire Information

Position Details	Hire Req#	Job Type
Equipment Service Worker (C/D) (4010)	202600410	Full-Time Regular
Person ID	Job Class	Pay Rate
66694950	Equipment Service Worker (C/D)	\$21.24
Department	Job Class#	HireDate
Public Works	4010	4/20/26

## Comments

2110.401.430200.111 replaces M. Buening

## Approvals

HUMAN RESOURCES	Kevin Gillen	4/17/26 8:08 AM
FINANCE	JENNIFER JONES	4/17/26 9:07 AM

Commissioners  
Approve DI

Chair

KM

Member

MM

Member

AD



Yellowstone County Commissioners  
RECEIVED

APR 17 2026

# Hire/Personnel Action Form

## Employee Information

Employee  
Talayna Schaerrer

## Hire Information

Position Details	Hire Req#	Job Type
Detention Officer (D) (5090)	202600393	Full-Time Regular
Person ID	Job Class	Pay Rate
66571569	Detention Officer (D)	\$24.67
Department	Job Class#	HireDate
Sheriff's Office	5090	4/27/26
Division		
Detention Facility		

## Comments

Funding: 2300.136.420200.111 @ 100%  
replaces: Shoop

## Approvals

HUMAN RESOURCES	Kevin Gillen	4/17/26 11:29 AM
FINANCE	JENNIFER JONES	4/17/26 12:02 PM

Commissioners Action  
Approve Disapprove

Chair	<u>AM</u>	_____
Member	<u>[Signature]</u>	_____
Member	<u>[Signature]</u>	_____

APR 10 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Sonia Nieves Effective Date: 04/22/2026  
Current Title: Booking Clerk Gr.      Salary \$ 21.63  
Title Change:      Gr.      Salary \$     

Check as Applicable:

Regular Full Time: xx New Hire:       
Regular Part Time:      Rehire:       
Temp Full Time:      Termination: xx  
Temp Part Time:      Voluntary Promotion:       
Seasonal Hire:      Transfer:       
Replaces position Name:      Demotion:       
New Budgeted Position:     

Other:      Reclassification:     

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account       
Percent      Split Account     

[Signature]  
Elected Official/Department Head

04/10/2026  
Date

Section 2

Human Resources:      Finance:       
Note:      Note:       
Ken Ellen 4-15-26 [Signature] 4-16-26  
Director Date Director Date  
H.R. Comments:      Commissioner's Action       
     Approve      Disapprove     

Date entered in payroll      Chair #114  
Clerk & Recorder - original      Member [Signature]  
Human Resources - canary      Member [Signature]  
Auditor - pink      Member [Signature]  
Department - goldenrod



APR 17 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Kevin Jam Effective Date: 04/28/2026  
Current Title: Detective Gr.      Salary \$ 36,111  
Title Change:      Gr.      Salary \$     

Check as Applicable:

Regular Full Time: xx New Hire:       
Regular Part Time:      Rehire:       
Temp Full Time:      Termination: xx  
Temp Part Time:      Promotion:       
Seasonal Hire:      Voluntary  
Replaces position      Transfer:       
Name      Demotion:       
New Budgeted Position      Reclassification:       
Other:     

Funding: 2300 - 131 - 420150 - 111 Percent 100 New Account       
Percent      Split Account     

  
Elected Official/Department Head      Date 04/12/2026

Section 2

Human Resources:      Finance:     

Note:      Note:       
Kevin Jam 4-16-26 July 4, 2026  
Director Date Director Date

H.R. Comments:      Commissioner's Action  
     Approve      Disapprove     

Chair       
Member       
Member     

Date entered in payroll       
Clerk & Recorder - original       
Human Resources - canary       
Auditor - pink       
Department - goldenrod

APR 20 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Leonard Smith

Effective Date: 4/15/26

Current Title: JCW

Gr. 7 Salary \$ 25.28

Title Change: \_\_\_\_\_

Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time:

New Hire: \_\_\_\_\_

Regular Part Time: \_\_\_\_\_

Rehire: \_\_\_\_\_

Temp Full Time: \_\_\_\_\_

Temp Part Time: \_\_\_\_\_

Termination:

Seasonal Hire: \_\_\_\_\_

Promotion: \_\_\_\_\_

Replaces position \_\_\_\_\_

Transfer: \_\_\_\_\_

New Budgeted Position \_\_\_\_\_

Demotion: \_\_\_\_\_

Other: resigned - verbally

Reclassification: \_\_\_\_\_

Funding: 2399 - 235 - 420250 - 111

Percent 100% New Account \_\_\_\_\_

Percent \_\_\_\_\_ Split Account \_\_\_\_\_

ASB

4-17-26

Elected Official/Department Head \_\_\_\_\_

Date \_\_\_\_\_

Section 2

Human Resources: \_\_\_\_\_

Finance: \_\_\_\_\_

Note: Jim Isler \_\_\_\_\_  
Director 4-17-26 Date

Note: \_\_\_\_\_  
Director James Ginter 4-20-26 Date

H.R. Comments: \_\_\_\_\_

Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldenrod \_\_\_\_\_

Chair AM \_\_\_\_\_  
Member MSW \_\_\_\_\_  
Member [Signature] \_\_\_\_\_

Employer logo

Yellowstone County Commissioners  
RECEIVED

APR 29 2026

# Hire/Personnel Action Form

## Employee Information

Employee  
Madyson Lopez

## Hire Information

Position Details	Hire Req#	Job Type
Detention Officer (D) (5090)	202600393	Full-Time Regular
Person ID	Job Class	Pay Rate
66905620	Detention Officer (D)	\$24.67
Department	Job Class#	HireDate
Sheriff's Office	5090	5/4/26
Division		
Detention Facility		

## Comments

FUNDING:2300.136.420200.111 @ 100%  
REPLACES: BASNER

## Approvals

HUMAN RESOURCES	Kevin Gillen	4/22/26 1:30 PM
FINANCE	JENNIFER JONES	4/22/26 1:46 PM

**Commissioners Action**  
Approve   Disapprove

Chair	<u>RM</u>	_____
Member	<u>MW</u>	_____
Member	<u>AW</u>	_____

B.O.C.C. Regular

Meeting Date: 04/28/2026

Title: Payroll Audit

Submitted By: Teri Reitz, Board Clerk

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TOPIC:

Payroll Audit for April 1 to April 15, 2026

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Place to file.

---

Attachments

Payroll Audit

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PAYROLL AUDIT  
April 1 to April 15, 2026

RECEIVED

APR 21 2026

YELLOWSTONE COUNTY  
CLERK AND RECORDER

Date: 4/21/2026  
To: Board of County Commissioners *Tanya McWilliams*  
From: Tanya McWilliams, Deputy Auditor

From my office's review of the above referenced payroll, the findings are noted below:

Date	Employee Name	Department	Finding
4/21/26	Sullivan, Anna	CA	Missing 3hrs vac and 3hrs sick used on employee summary
4/21/26	Thompson, Benjamin	CA	Missing 20.25 worked hrs @ \$44.95, update accruals
4/21/26	Slaugh, Andrea	Treasurer	Add 3.5 hrs comp, update accruals

B.O.C.C. Regular

Meeting Date: 04/28/2026

Title: Board Minutes

Submitted By: Teri Reitz, Board Clerk

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TOPIC:

Board Minutes - Lockwood Irrigation Board Minutes and Yellowstone Conservation District Board Minutes

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Place to file.

---

Attachments

Lockwood Irrigation Board Minutes

Yellowstone Conservation District Board Minutes

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## Meeting Minutes:

March 18, 2026

March meeting of the L.I.D. was held at the Lockwood Water and Sewer District office, at 1644 Old Hardin RD. The board members present were Terry Seiffert, Bob Riehl, Brent Kober and Manager Carl Peters. Brian Richardson, Dick Hoke, and Tyler Browning were also present.

The meeting was called to order at 7:00 PM by Terry Seiffert. February 18, 2026, meeting minutes were reviewed, and a motion was made by Bob Riehl,

seconded by Brent Kober to approve February 18<sup>th</sup> with correction to the first line from December to February meeting minutes, motion carried. Introductions were made.

**Public Comment:** Brian Richardson made a public comment regarding a future Manager. He said that he would like to see medical benefits established for the new manager when Carl retires, but Carl has not expressed any intention in leaving anytime soon. Tyler Browning said he is applying for Carl's job when he retires but wants a timeline.

## New Business

1. **\$1,739,00.00 Bond:** The invoice tracker was sent to the DRNC (Anna Miller) on March 10<sup>th</sup>. The Manager reported that emails from both Bond Counsel Dan Semmens and DNRC Anna Miller confirm the \$5,000.00 in the Bond Account for an Audit can be used toward the \$14,000.00 cost of the State required audit to Strom & Associates. Interest accrued as of March is \$38,013.28 and that leaves \$33,108.06 after all the change orders. We are about \$30,045.58 over our balance from last February in our O&M account.
2. **New Pump Station Project:** The NW Energy power pole was moved, and the service is single phase 120v and 240v, for a future shop building. MW Welding has presented a bid to enclose the skid for \$45,380.00 and can begin mid-July. The handrail was removed from the original bid because the subcontractor MKW for Askin is to install this item. The enclosure will have an air gap between the roof and the walls to prevent condensation. A motion to approve the MW Welding bid was made by Bob Riehl and seconded by Brent Kober, motion carried. Terry Seiffert asked if the roof would be bolted down or just clamped down for easy access to the pumps. The Manager said that is a good question. The engineering costs listed on the bid would not be necessary because Performance would not have to be involved in the structure. The Manager plans to have the new system started on May 26, 2026. Watertronics will be here May 18-22 to get the system fired up and for testing. Tyler Browning asked if he was going to have water before June this year. The board said that with the new pump station bearing any unseen circumstances the water should be there shortly after start-up. Brian Richardson said that last year they lost a whole year spray of fertilizer because they sprayed on May 25<sup>th</sup> and they need 48 hours of watering to release the nitrogen in the fertilizer. Tyler and Brian agreed to let the board know as things go, since we have not run the new pump station yet, so the board cannot say if the water will make it out that far on time or the quantity until we are further into the season.
3. **Phase 3 LWSD Sewer Project:** nothing to report.
4. **MDT I-90 Interchange Projects:** nothing new to report.
5. **Clayton ST Project: 60' Greenwood Culvert extension:** nothing new to report.
6. **Required Audit:** Nothing new to report.

## Old Business

1. **LID-LWSD Water Rights:** Nothing new.
2. **2014 LID Rate Update 2019:** On Hold.

## Manager's Report:

Jare's Fence \$1,458.00 bid for the 100' canal maintenance gate to be placed by Scott Carlson's at 1305 Maxer Circle to keep people from driving through his backyard. The District has installed 4 of these gates in 2022 and 2 in 2023. The last one was installed on Piccolo LN and the property owner paid half of the cost. The Manager said that he would present it to the board but warned him that they may decide to have him pay half of the cost. There will be signage and a lock installed on this gate as well. Terry Seiffert said to wait until we see where the budget is after the building is installed. Draft Letters to a deceased property owner Helen Bell that needs to clean their lateral before the season begins, in hopes that family members will intercept the letter. Terry Seiffert signed the letter. Two suction hoses in the 100' lift canal to 1320/1340 Pumori Circle were discovered by the Manager and the draft letter was presented to the board for a signature. The board asked the Manager to tag the hoses as well and remove them. Terry Seiffert signed an unauthorized pumping letter to these two residents. The Manager would like to replace three slide gates at the Hillner siphon and above Maier Rd with a 6" wheel headgate to 12 properties. The Manager will get a bid from Flack & Flack to get this replaced and present it at the next meeting. Terry Seiffert said that there is a headgate missing on the 100' that needs to be replaced as well if we get more water out there this year. There were three and now there are only two. The Manager also spoke with weed sprayer Harold Wilson, who sprayed last year for cattails and he will begin mid-April.

**Secretary's Report:**

The February financial reports were presented noting the deposit of the LID Canal LWSD Phase 3 Sewer Crossings \$5,880.00 check and a lower software upgrade of \$1,160.00, a motion was made by Bob Riehl to approve the financials for February, seconded by Brent Kober, motion carried. With no further business, a motion was made to adjourn by Bob Riehl, 2<sup>nd</sup> by Brent Kober, the meeting was adjourned at 7:58PM. The next board meeting will be on April 15, 2026, at 7:00 PM, located at the Lockwood Water and Sewer Office.

Respectfully submitted,  
Angela Watson, Secretary/Treasurer

**YELLOWSTONE CONSERVATION DISTRICT**

PO Box 80888, Billings MT 59108 1670 48<sup>th</sup> St. W Suite 2, Billings, MT 59106

Phone: 406.690.9326 email: livie@mt.gov

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**YELLOWSTONE CONSERVATION DISTRICT**

**Board Meeting Minutes**

**March 17, 2026**

1670 48<sup>th</sup> St. West Suite #2, Billings MT 59106

2:00 pm

**BOARD MEMBERS PRESENT:** Chad Sedgwick - Chair, Leroy Gabel, Bryan Mothershead Stacey Robinson

**BOARD MEMBERS ABSENT:** Brad Kraft - Vice-Chair; Jackie Haaland

**NON-BOARD PRESENT:** LaVerne Ivie - YCD; Chris White & Mike Waters - Yellowstone Co. Commissioners;  
Steve Williams - Yellowstone Co. Attorney; Crystal White - YCD/PF/NRCS;  
Anthony Sammantaro - Extension; Seanna Torske & Zoe Craft - NRCS;  
Joe Lockwood - Weed District; Demi Blythe - FWP; Carolyn Siever, YRPA  
Virtually: Veronica Wolf, DNRC; Stephanie Berry - Pheasants Forever

**\*\*The NRCS/YCD Local Work Group meeting was convened prior to the YCD regular board meeting. Notes from the meeting are included in the YCD meeting public notice email.**

**Chair Sedgwick called the meeting to order at 2:07 pm**

**Roll Call** - After the introductions, Sedgwick informed attendees: All issues will be addressed to the Chair; public comments are always welcome but wait until the issue is addressed on the agenda, ask to be recognized by the chair and then limit comments to 3 minutes; no action will be taken on any item not on the agenda.

**Agenda Changes:** Review of the most recent Fly Creek Water Quality report and the addition of Intermountain Infrastructure 310 application.

**Minutes:** Gabel made a motion to approve February 17, 2026, Minutes as written and reviewed, second by Robinson, motion passed.

**Board member absences:** Robinson made a motion to approve Jackie Haaland and Brad Kraft's absence from today's meeting for personal reasons, second by Mothershead, motion passed.

**310's**

• **Applications, Emergencies, Complaints & Violations:**

- **Joy Stevens, Alkali Creek Violation** - County Attorney Steve Williams reported that Ms. Steven's attorney will withdraw the appeal; they expect to return in April or May with engineering plans. Williams noted there was a disconnect about where the bank would be located during first testimony. New or existing engineers must be fully aware of all site conditions and issues. The Supervisors encouraged Williams to proceed as discussed today.
- **YE-06 thru YE-14-26 - Intermountain Infrastructure Group** application to horizontal directional drill nine (9) areas by boring 42" below the surface. Intermittent and seasonal water bodies include Sand Creek, Comanche Creek, North & South Forks of Five Mile Creek, North & South Forks of Alkali Creek, and Alkali Creek. **Board discussion:** Most of the creeks identified only have water during a storm event or spring runoff and then for a very short period. **Board decision:** Gabel made a motion to declare YE-06 thru YE-14-26 non-projects with the emphasis to bore a minimum depth of 42", second b Mothershead, motion passed.

• **Other 310 Issues & Projects**

- **Yellowstone River CD Council** - Gabel reported that YCD provided a list of legislator names for possible inclusion in the boat tour this summer.

• **Old Business**

- **YCD/PF contract** - YCD was informed by DNRC that the contract currently held between the two entities is in violation of procurement laws. Contracts over \$10,000 require limited solicitation with three quotes. Board

discussion and decision: Now that this has been brought to the board's attention, they must act accordingly and cancel the contract. Pheasants Forever representative Stephanie Berry said PF is aware of the situation and supportive of the correction; this action does not impact White's paycheck nor does it impact the work she is currently conducting on YCD's behalf. After discussing and dismissing several options, Robinson made a motion to cancel the YCD/PF contract effective March 31, 2026, second by Gabel, motion passed.

- **New Business**
  - **Chair Sedgwick** appointed a committee consisting of board members and Administrator for the specific purpose of developing a work plan for future staffing options. The committee will report at the next board meeting.
- **Treasurer's Report**
  - **T-Report:** Gabel made a motion to accept February Treasurer's report as submitted and reviewed, second by Robinson, motion passed.
  - **Dues & Donations requests:** none
  - **Travel & Meetings:**
    - Environmental Quality Council meeting March 24-25, 2026 in Helena. Gabel made a motion to approve travel for Sedgwick to attend the first day, second by Robinson, motion passed.
    - WIWG meeting March 24<sup>th</sup> in Lewistown. White plans on attending and will provide a brief report.

#### Standing Committee Reports

- **Arbor Day April 24, 2026** - 443 trees have been ordered for distribution; 10+ agency people committed to help; Extension will staff a table with tree planting demonstrations and will have educational materials about tree varieties and pollinator requirements; Huntley Project FFA kids will help again this year.
  - Signage: decision to purchase two (2) feather flags with YCD information for use at multiple events. Robinson made a motion to spend \$400 on flags, second by Mothershead, motion passed.
- **Fly Creek report** - Torske presented the final report from Carrie Scannella, NRCS hydrologist showing causes as marine shale, precipitation, and agricultural activities. The report recommends hauling water or drilling deeper wells but notes more study needed on well effectiveness. Three years of sampling is insufficient to establish clear trends, but DNRC cancelled the Big Horn CD grant. Landowners will receive final report after which Big Horn and Yellowstone CDs will schedule a meeting with landowners to determine next steps. Scannella will be invited to present findings.
- **Pollinator Activities** - Haaland and White
  - **Pollinator Fair** - June 20, 2026, location Pioneer Park in Billings with an 11:00 am start; YCD applied and was approved for a DNRC education grant; presenters are confirmed; food trucks, activities and vendor participation confirmed; the board instructed Ivie to proceed with top-tier marketing.
    - **Pollinator planting at Descro Park**, located in the Billings Heights - put on hold pending further information.
- Water Reservation applications update:
  - Double L Ranch - DNRC contracted engineer's water calculations differed from DNRC's Water Resources Division methodology. Meeting scheduled for tomorrow to resolve the differences.
  - Wade Keller and Brandon Keller - DNRC's contracted engineer has not been in contact with YCD to begin the process. Ivie will continue to try and reach them.
- **Westend Reservoirs** - Robinson reported the project is showing positive movement with city engagement; South Reservoir may become conservation area rather than water storage. The board viewed updated plans showing active recreation on North Reservoir; passive recreation/conservation/education on South Reservoir. City to present scenarios to council and commissioners before finalizing plans.

#### Partner/Agency Reports

- **YCD Administrator Report** - sent to Supervisors prior to the meeting.
- **Partner Biologist Report** - White provided a pollinator fair written report and participated throughout the meeting.
- **Army Corps of Engineers** - unable to attend meeting
- **Beartooth RC&D** - Mothershead plans on attending the next meeting and will submit a report afterwards.
- **DNRC** - CDB report emailed to supervisors and Wolf provided input throughout the meeting when asked.
- **Fish, Wildlife & Parks** - Demi Blythe will conduct a site visit at Duck Creek Bridge next Thursday regarding the pier demolition phase; will review and issue Dover Park permit within the next month; will finalize Kids Fishing Days dates for May; the state fisheries plan is being updated.
- **NRCS** - Zoe Craft presented three EQIP applications selected for funding pre-approval for YCD signature. She reported virtual fence projects gaining traction through Regenerative Pilot Program; weed control and habitat improvement projects moving forward.

- **Local Work Group** - Torske and Craft will prepare a summary of the LWG meeting with education opportunities and financial assistance options.

- **Yellowstone County**

- **Yellowstone County Commissioner** - Commissioners Chris White and Steve Waters were present for the entire meeting and contributed comment when appropriate. Provided update on cost per/household for the jail expansion with agricultural/commercial tax impacts pending from the DOR.
- **Yellowstone Co. Extension** - Sammartano reported multiple education events scheduled for April: Quest program for 5 days with milkweed propagation underway for monarch butterfly education and volunteer opportunities available for invasive species removal, specifically April 25<sup>th</sup> at Toman Park.
- **Yellowstone Co. Floodplain** - Ronni Tallerico unable to attend meeting
- **Yellowstone Co. Weed Department** - Joe Lockwood reported the Noxious Weed Trust Fund grant was approved; drone technology being explored for monitoring and treatment; chemical inventory sufficient for upcoming season; labor funding primary need for expanded treatment.
- **Yellowstone River Parks Association** - Carolyn Siever discussed the channel modification project at Dover Park with permit applications being submitted. The project will remove riprap and reconnect side channels. State owns the project so permit will be obtained from FWP, not YCD. Site tour available for interested board members.

- **Unscheduled Matters:**

- **Public comments** -
- **Next YCD Board Meeting** - April 21, 2026, at 1:00 pm.
- Mothershead motion to adjourn the meeting at 3:33 pm

---

Chad Sedgwick, Chair

LaVerne Ivie, YCD Administrator

B.O.C.C. Regular

3. a.

Meeting Date: 04/28/2026

Title: Letter of Support - OJJDP Grant

Submitted By: Erika Guy

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TOPIC:

Letter of Support - OJJDP Grant

BACKGROUND:

See Attached

RECOMMENDED ACTION:

File

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Attachments

Letter of Support - OJJDP Grant

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# Yellowstone County



COMMISSIONERS  
(406) 256-2701

P.O. Box 35000  
Billings, MT 59107-5000  
bocc@yellowstonecountymt.gov

April 21, 2026

Re: Office of Juvenile Justice and Delinquency Prevention Family Treatment Court Grant

Member of the Selection Committee,

I am writing this letter in support of Yellowstone Family Recovery Court and their proposed enhancement grant with OJJDP. As Commissioner of Yellowstone County, I have had the privilege of working alongside the Yellowstone Family Recovery Court team and can attest to their expertise as a leading Family Treatment Court in the state of Montana.

The need for enhancement grant with OJJDP is significant and widespread in addressing untreated substance use and mental health in Yellowstone County and the greater area. The proposed solution put forth by Yellowstone Family Recovery Court has the potential to make a real impact in Yellowstone County and address the issue at its root cause.

In support of the proposed solution, I would highlight their work at the Yellowstone County Detention Facility. Additionally, the expertise of the Yellowstone Family Recovery Court team is unparalleled in their field and scope.

The specific outcomes and goals of the proposed project include helping manage the overpopulation at the Yellowstone County Detention Facility.

I wholeheartedly endorse the proposed project enhancement grant with OJJDP by Yellowstone Family Recovery Court and believe that it has the potential to make a lasting impact in Yellowstone County and the greater area we serve. Thank you for your consideration.

Sincerely,

  
\_\_\_\_\_  
Mark Morse, Chairman  
Yellowstone County Commissioners

B.O.C.C. Regular

3. b.

Meeting Date: 04/28/2026

Title: Board Minutes

Submitted By: Erika Guy

---

TOPIC:

Board Minutes - Tax Appeal Board 4/21/26

BACKGROUND:

See Attached

RECOMMENDED ACTION:

File

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Attachments

Board Minutes 4/21/26

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# Yellowstone County Tax Appeal Board



Physical Address:  
2825 3<sup>rd</sup> Ave N, Rm 419  
Billings, MT 59101

Mailing Address:  
PO Box 35000  
Billings, MT 59107-5000

# Yellowstone County Tax Appeal Board

## MINUTES

COUNTY: Yellowstone County  
PLACE: BOCC Board Room

DATE: April 21<sup>st</sup>, 2026  
TIME: 12:00pm-2:05pm  
\*SHOW RECESS AND RECONVENTION

BOARD MEMBERS PRESENT:  
Laura Myers  
Ted Cross  
J.R. Reger

SECRETARY:  
Erika Guy

### HEARINGS HELD:

12:00pm	Docket #A-17-25	Tanner Galvin Investment LLC
	Docket #A-18-25	Tanner Galvin Investment LLC

### DECISIONS MADE:

Docket #A-17-25/A26456	Tanner Galvin Investment LLC	Disapproved
Docket #A-18-25/A26453	Tanner Galvin Investment LLC	Disapproved

### Docket #A-17-25:

Motion made by J.R. Reger to uphold the DOR's amended value for tax code A26456 at \$2,569,200.00.  
Seconded by Laura Myers. Motion passed unanimously.

### Docket #A-18-25:

Motion made by J.R. Reger to uphold the DOR's amended value for tax code A26453 at \$1,712,800.00.  
Seconded by Laura Myers. Motion passed unanimously.

SIGNED:

  
Laura Myers, Chair

A 26456

# APPEAL TO THE COUNTY APPEAL TAX BOARD

MTAB-401

Complete this document to appeal a property tax classification or assessment set by the Montana Department of Revenue (DOR). This appeal must be filed with the County Clerk and Recorder of the county where the property is located. This appeal will be heard by that county's Tax Appeal Board (CTAB). The County Tax Appeal Board is not part of the Department of Revenue.

FOR COUNTY APPEAL TAX BOARD USE

Docket Number: A-17-25  
Date Filed: 3/19/26  
Received by: Erika G.

Only one appeal may be made in each two-year appraisal cycle. The date your appeal is due depends on whether you went through the AB-26 informal review process with DOR.

If you did NOT file an AB-26.	OR	If you went through the AB-26 process.
The county Clerk and Recorder must <b>receive</b> your appeal within 30 days from the <b><u>date on the DOR's notice of tax classification or assessment.</u></b>		The county Clerk and Recorder must <b>receive</b> your appeal within 30 days from the <b><u>date on the final AB-26 decision sent by Montana Dept. of Revenue.</u></b>

If your appeal is received late it will not be considered. If your property taxes are due before the appeal is resolved, you must pay them under protest if you want them refunded to you.

If you refuse to allow DOR to inspect your property for appraisal you must submit an appraisal conducted by a licensed appraiser who is in good standing and certified in Montana. If you do not, the county and state tax appeal boards cannot revise your valuation.

<b>Name</b>	Steven Galvin			
<b>Taxpayer Name</b>	Tanner Galvin Investment LLC			
<b>Property County</b>	Yellowstone			
<b>Address</b>	1400 Poly Dr Apt 3E			
<b>City</b>	Billings	<b>State</b>	Montana	<b>Zip</b> 59102
<b>Email</b>	stevengalvin@icloud.com	<b>Phone</b>	4063715556	

**Was an AB-26 Form filed with the Dept. of Revenue?**

Select One:       No       Yes      Decision Date: 12/4/25

APPEAL TO THE COUNTY APPEAL TAX BOARD

MTAB-401

**Legal Description of Property:**

Street Address	3825 Ave B	No. of Acres	1.62
Lot(s)	14-16	Section	S33
Block(s)	3	Township	T01 N
Addition / Subdiv.	Circle Fifty Subd	Range	R 25 E
City / Town	Billings	GEOCode	03103233409030000

	Dept. of Revenue Valuation	Taxpayer Requested Valuation	CTAB Valuation <i>For CTAB use only.</i>
Land	\$584,814	\$328,553	
Buildings & Improvements	\$2,361,286	\$1,258,661	
	<b>\$ 2,569,200</b>	<b>\$ 2,070,274</b>	

This section is your opportunity to describe what you think was incorrect about DOR's classification and assessment and to describe what the Board should do to correct it.

**What was incorrect about DOR's classification or assessment?**

*(Ex: A similar house in my neighborhood sold for less.)*

Based on the information I received from the DOR on 12/2/25, the figures used to compute my assessment are grossly inflated. My appeal is late because I never received my new assessment from DOR, I was unaware of the new assessment.

**What are you asking for to correct the problem?**

*(Ex: My home should be valued at \$75,000.)*

I would request the Board use my valuation as shown above, it is based on the information I received from the DOR on 12/2/25.

<p><b>Date</b> <u>3 / 18 / 26</u></p>	<p><b>Taxpayer Signature</b> <i>Steven M Galvin</i></p>
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*Managing Member Tanner Galvin Investment LLC*

# APPEAL TO THE COUNTY APPEAL TAX BOARD

MTAB-401

**Optional: 3rd Party Representation: List below.**

I hereby authorize _____		to represent me in this appeal.	
Address			
Email		Phone	
Date: ____ / ____ / ____		Taxpayer Signature _____	

Finally, make two copies of this document and:

- Send the original AND one copy to the County Clerk and Recorder.
- Keep one copy for your records.

**What Happens Next?**

The County Tax Appeal Board will contact you to arrange a hearing with you and the Department of Revenue. After the hearing, the County Tax Appeal Board will provide you with a decision by mail within 3 days.

The following section is for the County Tax Appeal Board to write its decision.

The above application is:	Granted / <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">Denied</span> / Granted in Part
For the following reasons:	<p style="font-family: cursive; color: blue;">The taxpayer failed to provide the basis for his calculation of assessed value, particularly as it related to CAP rate. The DOR's evidence outweighed that presented by the taxpayer.</p>
Date: <u>4.21.26</u>	Chair Signature & County: <u>Shirley; Yellowstone</u>

You may appeal this County Tax Appeal Board decision to the Montana Tax Appeal Board. To do so, complete and submit an Appeal to the Montana Tax Appeal Board (form MTAB-801), available at [www.mtab.mt.gov](http://www.mtab.mt.gov).

**The Montana Tax Appeal Board must receive your appeal within 30 days from when you received the County Tax Appeal Board decision or your appeal will not be accepted.**

A 26453

# APPEAL TO THE COUNTY APPEAL TAX BOARD

MTAB-401

Complete this document to appeal a property tax classification or assessment set by the Montana Department of Revenue (DOR). This appeal must be filed with the County Clerk and Recorder of the county where the property is located. This appeal will be heard by that county's Tax Appeal Board (CTAB). The County Tax Appeal Board is not part of the Department of Revenue.

FOR COUNTY APPEAL TAX BOARD USE

Docket Number: A-18-25

Date Filed: 3/19/26

Received by: Erika G.

Only one appeal may be made in each two-year appraisal cycle. The date your appeal is due depends on whether you went through the AB-26 informal review process with DOR.

<b>If you did NOT file an AB-26.</b>	<b>OR</b>	<b>If you went through the AB-26 process.</b>
The county Clerk and Recorder must <b>receive</b> your appeal within 30 days from the <b>date on the DOR's notice of tax classification or assessment.</b>		The county Clerk and Recorder must <b>receive</b> your appeal within 30 days from the <b>date on the final AB-26 decision sent by Montana Dept. of Revenue.</b>

If your appeal is received late it will not be considered. If your property taxes are due before the appeal is resolved, you must pay them under protest if you want them refunded to you.

If you refuse to allow DOR to inspect your property for appraisal you must submit an appraisal conducted by a licensed appraiser who is in good standing and certified in Montana. If you do not, the county and state tax appeal boards cannot revise your valuation.

<b>Name</b>	Steven Galvin			
<b>Taxpayer Name</b>	Tanner Galvin Investment LLC			
<b>Property County</b>	Yellowstone			
<b>Address</b>	1400 Poly Dr Apt 3E			
<b>City</b>	Billings	<b>State</b>	Montana	<b>Zip</b> 59102
<b>Email</b>	stevengalvin@icloud.com	<b>Phone</b>	4063715556	

**Was an AB-26 Form filed with the Dept. of Revenue?**

Select One:       No       Yes

Decision Date: 12/4/25

APPEAL TO THE COUNTY APPEAL TAX BOARD

MTAB-401

**Legal Description of Property:**

Street Address	1502 38TH St W	No. of Acres	1.08
Lot(s)	12-13	Section	S33
Block(s)	3	Township	T01 N
Addition / Subdiv.	Circle Fifty Subd	Range	R25 E
City / Town	Billings	GEOCode	03103233409060000

	Dept. of Revenue Valuation	Taxpayer Requested Valuation	CTAB Valuation <i>For CTAB use only.</i>
Land	\$407,658	\$224,394	
Buildings & Improvements	\$1,556,442	\$859,634	

\$1,963,800      \$1,382,028

This section is your opportunity to describe what you think was incorrect about DOR's classification and assessment and to describe what the Board should do to correct it.

**What was incorrect about DOR's classification or assessment?**

*(Ex: A similar house in my neighborhood sold for less.)*

Based on the information I received from the DOR on 12/2/25, the figures used to compute my assessment are grossly inflated. My appeal is late because I never received my new a assessment from the DOR, I was unaware of the new assesssment.

**What are you asking for to correct the problem?**

*(Ex: My home should be valued at \$75,000.)*

I would request the Board use my valuation shown above, I based it on the information I received from the DOR on 12/2/25.

Date 3 / 18 / 26 Taxpayer Signature Stuven Galun

2 Managing member Tanner Galun Investment LLC

# APPEAL TO THE COUNTY APPEAL TAX BOARD

MTAB-401

**Optional: 3rd Party Representation: List below.**

I hereby authorize _____		to represent me in this appeal.	
<b>Address</b>			
<b>Email</b>		<b>Phone</b>	
<b>Date</b>	/	/	<b>Taxpayer Signature</b>

Finally, make two copies of this document and:

- Send the original AND one copy to the County Clerk and Recorder.
- Keep one copy for your records.

**What Happens Next?**

The County Tax Appeal Board will contact you to arrange a hearing with you and the Department of Revenue. After the hearing, the County Tax Appeal Board will provide you with a decision by mail within 3 days.

The following section is for the County Tax Appeal Board to write its decision.

The above application is:	<input type="checkbox"/> Granted / <input checked="" type="checkbox"/> Denied / <input type="checkbox"/> Granted in Part
For the following reasons:	<p style="font-family: cursive; color: blue;">ultimately, the taxpayer failed to prove the basis for their assessed value calculations, particularly as it relates to the CAP rate. The DOR's evidence outweighed that produced by the taxpayer</p>
Date: <u>4-21-20</u>	Chair Signature & County: <u>Laural Myers; Yellowstone</u>

You may appeal this County Tax Appeal Board decision to the Montana Tax Appeal Board. To do so, complete and submit an Appeal to the Montana Tax Appeal Board (form MTAB-801), available at [www.mtab.mt.gov](http://www.mtab.mt.gov).

**The Montana Tax Appeal Board must receive your appeal within 30 days from when you received the County Tax Appeal Board decision or your appeal will not be accepted.**

B.O.C.C. Regular

4. a.

Meeting Date: 04/28/2026

Title: VFC Grant Reimbursement Request - 4/6/2026

Submitted For: Annemarie Overcast, DES Coordinator

Submitted By: Annemarie Overcast, DES Coordinator

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TOPIC:

VFC Grant Reimbursement Request - 4/6/2026

BACKGROUND:

See attached document

RECOMMENDED ACTION:

File

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Attachments

FY25/26 VFC Grant Reimbursement Request & Closeout Report\_4.6.26

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# Yellowstone County

## General Ledger - On Demand Report

Fiscal Year: 2025-2026

From Date: 7/1/2025

To Date: 4/30/2026

Account Mask: 2957000125420660220

Account Type: All

Print Detail  Include PreEncumbrance

Print accounts with zero balance

Include Inactive Accounts

Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description

Budget Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

2957.000.125.420660.220

\$18,000.00

\$17,421.14

\$17,421.14

\$578.86

\$578.86

\$0.00

FED-DES VFC GRANTS

*(\*)*

0.00%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
03/13/26	342576	611681	AP POSTING	WORDEN VFD	ACCOUNTS PAYABI	\$1,521.00
03/17/26	342662	611762	AP POSTING	SHEPHERD VFD	ACCOUNTS PAYABI	\$5,547.47
03/20/26	342714	611797	AP POSTING	HALEY BENCH VOL FIRE DPT	ACCOUNTS PAYABI	\$3,618.13
03/27/26	343013	612013	AP POSTING	WORDEN VFD	ACCOUNTS PAYABI	\$4,479.00
03/27/26	343014	612009	AP POSTING	HALEY BENCH VOL FIRE DPT	ACCOUNTS PAYABI	\$2,255.54
Detail Total:						\$17,421.14

FUND: 2957

\$18,000.00

\$17,421.14

\$17,421.14

\$578.86

\$578.86

\$0.00

+ 578.86  
18,000.00 ✓

Encumbrance Details

- (\*)* 1.) 3/27/26 PR# 343016 Shepherd VFD \$452.54
  - 2.) 4/3/26 PR# 343233 Worden VFD \$68.03
  - 3.) 4/3/26 PR# 343234 Shepherd VFD \$58.29
- \$578.86

# YELLOWSTONE COUNTY



## EMERGENCY MANAGEMENT

(406) 256-2775

P.O. Box 35004

Billings, MT 59107-5004

Effective September 8, 2025, Yellowstone County was awarded the VFC Grant by DNRC. The total award of \$18,000 is to be allocated equally to the following 3 fire departments or \$6,000.00 each:

1. Haley Bench
2. Shepherd
3. Worden

Should a department not spend their share of \$6,000.00 by March 31<sup>st</sup>, 2026, any remaining funds will be redistributed to another fire department per the list above.

A handwritten signature in blue ink that reads "Derek Yeager".

Derek Yeager

Yellowstone County Fire Warden

# DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

Forestry and Trust Lands Division

2705 Spurgin Road, Missoula, MT 59804-3199 Phone: (406) 542-4300 Fax: (406) 542-4217



GREGGIANFORTE, GOVERNOR

1539 ELEVENTH AVENUE

## STATE OF MONTANA

DIRECTOR'S OFFICE: (406) 444-2074  
FAX: (406) 444-2684

PO BOX 201601  
HELENA, MONTANA 59620-1601

September 8, 2025

Yellowstone County Fire Council  
PO Box 35004  
Billings, MT 59107

383.71 (2024)

Subject: 2025 VOLUNTEER FIRE CAPACITY GRANT

*Congratulations*, the application submitted by your organization for the 2025 Volunteer Fire Capacity Program has been reviewed by an interagency committee and designated for funding. From approximately \$1,602,951 requested, a total of \$600,362 was awarded. The maximum amount of allocated funds available for your submitted projects is \$18,000.00. Your project must include both your grant and 10% in matching funds; therefore, you will need to spend \$20,000.00. Funds originating from federal sources cannot be used as match.

Sponsored by the U.S. Department of Agriculture Forest Service which makes funding available to rural fire departments. This federal funding is passed through and administered by the Montana Department of Natural Resources & Conservation (DNRC). The funds are considered federal, and specific laws and rules apply.

When you have completed your project, the **Grantee Invoice form needs to be filled out by you**, signed, and returned with copies of your invoices, proof payment (town warrants and/or canceled checks, copy of credit card/bank statement etc.) to DNRC. Statements from vendors stamped "paid" are not acceptable as proof of payment. **Remember that you must expend the funds for approved purposes designated on your Appendix A of your grant application.** Keeping in mind that these funds will not be available after June 30, 2026.

Please contact me at 406-542-4267 if you have any questions and refer to VFC Agreement No. VFC-26-560.

Sincerely,

A handwritten signature in blue ink that reads "Rhea Blankenship".

Rhea Blankenship  
Volunteer Fire Capacity Program  
DNRC/Fire Protection Bureau  
Forestry Division

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## VOLUNTEER FIRE CAPACITY PROGRAM SUBAWARD AGREEMENT

F-215

File: 383.71

DNRC Subaward Number: **VFC-26-560** USDA FS GRANT #25-DG-11010013-046,

Federal Assistance Listing # 10.664, "Cooperative Forestry Program." County: Yellowstone  
Agency: Yellowstone County

This subaward agreement (subaward) is made and entered into between Yellowstone County, hereinafter called the "Subrecipient", Federal ID No. 81-6001449, UEI # FNVKTJD3B7C1, and the Montana Department of Natural Resources and Conservation, Forestry and Trust Lands Division, hereinafter called the "DNRC".

The parties to this subaward, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

SECTION 1: This subaward is effective on the date of the last signature and shall continue in force until the DNRC determines that the scope of the work described in Section 2 has been achieved, no later than **June 30, 2026**.

SECTION 2: The Subrecipient agrees to complete the project subject to the Subrecipient's application and the terms and specifications set forth in Appendix A, attached hereto and incorporated herein by reference.

SECTION 3: The federal funds obligated to the project shall not exceed **\$18,000.00**. This subaward requires a match of 90:10 of federal to non-federal funds.

SECTION 4: The amount payable on each claim shall be ninety percent (90%) of the total amount billed by the Subrecipient and approved by the DNRC, with ten percent (10%) withheld until final payment. Final payment, including the amount withheld by the DNRC, shall be made when the project has been completed, approved, and accepted by the DNRC.

SECTION 5: The Subrecipient agrees to utilize trainers whose names appear on the Montana Office of Public Instruction Certification Roster in the structural training programs, and to utilize trainers approved by the DNRC in wildland fire training programs.

SECTION 6: For purposes of valuing match contributions, the Subrecipient agrees to a fixed rate per hour of \$32.15 for all unpaid/volunteer labor, and all volunteer training which is not a direct cost to the Subrecipient.

SECTION 7: Upon completion of all activities identified in Appendix A the Subrecipient agrees to furnish the DNRC with completed organizational plans, maps, and all other documents and papers prepared for the project along with a list of all trainees satisfactorily completing training and the total course hours by subject matter certified by the trainers involved for each trainee.

SECTION 8: Payment to the Subrecipient by the DNRC shall be made as claims for reimbursement of subaward funds using the "Grantee Invoice". Documentation of reimbursable costs incurred and paid must be submitted with the request. Documentation may include, but is not limited to, itemized receipts, vendor invoices, transaction ledgers or other financial reports that clearly show expenditures, payroll records, copies of checks, bank statements, and other forms of proof of payment. The DNRC will determine whether documentation submitted adequately supports the disbursement request and may require additional documentation before approving payment.

Reimbursement of Subrecipient's expenditures will only be made for expenses included in Appendix A, that are clearly and accurately supported by the Subrecipient's records.

SECTION 9: The Subrecipient must maintain appropriate and adequate records showing complete entries of all receipts, disbursements, and other transactions relating to this subaward for three (3) years after the later of either the final subaward payment or the termination of this subaward. The DNRC, the Montana Legislative Audit Division, or the Montana Legislative Fiscal Division may, at any reasonable time, audit all records, reports, and other documents that the Subrecipient maintains under or during the course of this subaward to ensure compliance with all terms and conditions of the subaward.

During the period of performance and extending after this subaward is terminated and closed, the DNRC reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit or other review.

SECTION 10: The Subrecipient acknowledges and understands that subaward funds become available based on federal awards to the DNRC. Costs incurred by the Subrecipient or any beneficiary prior to this subaward are not eligible for reimbursement but may be counted as match funds upon prior written approval by the DNRC.

The commitment by the DNRC to expend money is contingent upon the DNRC receiving funds under the federal award. No liability shall accrue to the DNRC or its officials in the event such funds are not appropriated or issued as authorized in the federal award. The DNRC may, at its sole discretion, issue a temporary stop-work order, reduce the scope of project activities, or terminate this subaward if appropriated funding is reduced or unavailable for any reason. The DNRC will provide the Subrecipient as much notice as possible if a work stoppage, reduction in scope, or termination is determined to be necessary due to the unavailability of funds. Until the DNRC notifies the Subrecipient that obligated funds are unavailable, the DNRC will continue to comply with the terms of this subaward, including the disbursement of funds for eligible expenses incurred by the Subrecipient up to the specified date and time provided in a written notice.

SECTION 11: The Subrecipient is bound by the provisions set forth in the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended, and those provisions are herein incorporated by reference.

(a.) These grant funds are made available as a subaward under a federal award made by the U.S. Forest Service to DNRC. The Subrecipient must comply with the requirements of the Federal Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards*, as adopted and supplemented by the USDA in 2 CFR Part 400. These regulations are available online at the following website: [www.ecfr.gov](http://www.ecfr.gov)

(b.) Subrecipient certifies that it will abide by all certifications and assurances set forth in USDA Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion Lower Tier Covered Transactions," this form having been signed, attached hereto as Appendix B, and incorporated herein by reference. Per the terms of the federal award, the Subrecipient shall also require all second-tier Subrecipients and contractors who will be paid with subaward funds to sign form AD-1048, and the Subrecipient shall keep completed forms on file.

SECTION 12: It is understood between the parties hereto that the Subrecipient or its employees are not employees of the DNRC and are not covered by the DNRC's Workers' Compensation insurance. The Subrecipient is responsible for ensuring that it and its employees are covered by Workers' Compensation Insurance and that its contractors are in compliance with the coverage provisions of the Workers' Compensation Act.

SECTION 13: The Subrecipient agrees to protect, defend, and save the State, 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 cost of defense thereof, arising in favor of the Subrecipients' employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the the recipient and/or its agents, employees, representatives, assigns, subcontractors under this subaward.

SECTION 14: Subrecipient agrees to be financially responsible for any audit exception or other financial loss to the DNRC and the State of Montana which occurs due to negligence, intentional acts, or failure by Subrecipient and/or its agents, employees, subcontractors, or representatives to comply with the terms of this subaward.

**INSURANCE REQUIREMENTS.** (a.) General Requirements. Subrecipient shall maintain and shall assure that its representatives, assigns, and subcontractors maintain for the duration of the subaward, at their own cost and expense, primary liability insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the duties and obligations in the subaward by Subrecipient, its agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission. The State, its officers, officials, employees, and volunteers are to be covered as additional insureds for all claims arising out of the use of subaward proceeds provided by the State of Montana.

(b.) Primary Insurance. Subrecipient's insurance coverage shall be primary insurance with respect to the State of Montana, its elected or appointed officers, officials, employees, or volunteers and shall not contribute with it.

(c.) General Liability Insurance. At its sole cost and expense, the Subrecipient shall purchase occurrence coverage with minimum combined single limits of \$1 million per occurrence and \$2 million aggregate per year, or when provided by statutory Tort limits of \$750,000 per claim and \$1,500,000 per occurrence as provided by a self-insurance pool insuring counties, cities, or towns, as authorized under Section 2-9-211, MCA.

(d.) Professional Liability Insurance. Subrecipient shall assure that any representatives, assigns, and subcontractors performing professional services under this Contract purchase occurrence coverage with combined single limits for each wrongful act of \$750,000 per occurrence and \$1,500,000 aggregate per year. Note: if "occurrence" coverage is unavailable or cost-prohibitive, the Contractor may provide "claims made" coverage provided the following conditions are met: (1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years; and (2) the claims-made policy must have a three (3) year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

(e.) Property Insurance. At its sole cost and expense, the Subrecipient shall maintain property and hazard insurance, including course of construction coverage, and earthquake insurance in areas where there is a shaking level above 10g. The shaking level for Subrecipient location can be determined at:

<http://rmtd.mt.gov/Portals/62/aboutus/publications/files/NEHRP.pdf> for loss or damage for any building and all related improvements and contents therein on the premises on a replacement cost basis throughout the term of the subaward.

(f.) General Provisions. All insurance coverage shall be placed with a carrier licensed to do business in the State of Montana or by a domiciliary state and with a Best's rating of at least A-, or by a public entity self-insured program either individually or on a pool basis as provided by Title 2, MCA. All certificates and endorsements are to be received by the DNRC prior to beginning any activity provided for under the subaward. The Subrecipient shall notify the DNRC immediately of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. The DNRC reserves the right to request complete copies of the Subrecipient's insurance policy at any time, including endorsements.

SECTION 15: The parties mutually agree that there will be no assignment or transfer of this subaward, nor of any interest in this subaward unless agreed to by both parties.

SECTION 16: (a.) If the Subrecipient fails to comply with the terms and conditions of this subaward, the DNRC may terminate this subaward and/or refuse additional disbursements of subaward funds and/or take legal action to recover disbursed subaward funds. Such termination will become a consideration in the DNRC's evaluation of future applications for subawards.

(b.) All work performed under this subaward must fully comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to, 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. Any subletting or subcontracting by the Subrecipient subjects subcontractors to the same provision. Procurement of labor, services, supplies, materials and equipment shall be conducted according to applicable federal, state, and local statutes.

(c.) It shall be the Subrecipient's responsibility to obtain all permits, licenses, or authorizations that might be required from government authorities for completion of the project. Procurement of labor, services, supplies, materials, and equipment shall be conducted according to applicable federal, state, and local statutes. The DNRC's signature on this subaward does not guarantee the approval or issuance of any permits, licenses, or any other form of authorization to take action for which Subrecipient must apply with the DNRC or any other government entity and submit to the DNRC to fulfill the terms of this subaward.

(d.) If the subaward includes funds for Contracted expenses, the Subrecipient must comply with the requirements of Appendix II to Part 200 - *Contract Provisions for Non-Federal Entity Contracts Under Federal Awards* of 2 CFR Part 200. Items of note include: Equal Employment Opportunity; Clean Air Act; Davis-Bacon Act; Contract Work Hours and Safety Standards Act; Rights to Inventions; Debarment and Suspension; Byrd Anti-Lobbying Amendment; Prohibition On Certain Telecommunications And Video Surveillance Services Or Equipment; and Domestic Preferences for Procurements.

SECTION 17: During the performance of this subaward, the Subrecipient agrees as follows:

(a.) The Subrecipient will not discriminate against any employee or applicant for employment because of race, creed, color, sex, or national origin. The Subrecipient shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, or national origin. Such action shall include, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

(b.) The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

(c.) NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. The Subrecipient shall include the following statement, in full, in any printed audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

"In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille,

large print, audiotope, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)."

If the material is too small to permit the full statement to be included, the material must at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

(d.) DOMESTIC PREFERENCES FOR PROCUREMENTS. The Subrecipient should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(e.) PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. The Subrecipient is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216. See Public Law 115-232, Section 889 for additional information.

In accordance with 2 CFR 200.216, the Subrecipient is prohibited from obligating or expending loan or grant funds for covered telecommunications equipment or services to: (1) procure or obtain covered telecommunications equipment or services; (2) extend or renew a contract to procure or obtain covered telecommunications equipment or services; or (3) enter into a contract (or extend or renew a contract) to procure or obtain covered telecommunications equipment or services.

(f.) PROHIBITION AGAINST CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS. The Subrecipient may not require its employees, contractors, or Subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal Office of Inspector General, or the DNRC.

Due to these requirements, prohibitions, and restrictions of any internal confidentiality agreements inconsistent with paragraph one of subsection (i) of this award provision are no longer in effect.

(g.) WHISTLEBLOWER NOTICE. Per 41 U.S.Code § 4712, it is illegal an employee of the Subrecipient to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure. In this context, these categories of individuals are whistleblowers who disclose information that the individual reasonably believes is evidence of one of the following: gross mismanagement of a Federal contract or grant; a gross waste of Federal funds; an abuse of authority relating to a Federal contract or grant; a substantial and specific danger to public health or

safety; or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

See 41 U.S.Code § 4712, regarding the disclosure requirements, procedure, remedial actions and remedies.

(h.) TRAFFICKING IN PERSONS. The Subrecipient under this award and the Subrecipient's employees may not: (1) Engage in severe forms of trafficking in persons during the period of time that the award is in effect; (2) Procure a commercial sex act during the period of time that the award is in effect; or (3) Use forced labor in performance of the award or subawards under the award. The Subrecipient must inform the DNRC immediately of any information received from any source alleging a violation of a prohibition listed here.

SECTION 17: This subaward consists of six (6) numbered pages, Subrecipient's application Appendix A and Appendix B Form AD-1048 ("Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion – Lower Tier Covered Transactions"), to be signed by the Subrecipient and incorporated herein by reference. These documents are the entire agreement of the parties. Any amendment or modification must be in a written agreement signed by all parties and attached as an integral component of this subaward.

IN WITNESS WHEREOF, the parties hereto have signed their names the day and year written below.

Subrecipient

DNRC

By: Mark Morse

By: Dave Hamilton

Print Name: Mark Morse

Dave Hamilton, State/County Co-Op Fire  
Program Manager  
Fire Protection Bureau  
Forestry Division, Montana DNRC

Title: County Commissioners

Date: 9/16/2025

Date: 9/16/2025

Purchase Requisition

DISASTER & EMERGENCY

No. 342576

Vendor Information

WORDEN VFD  
BOX 369

WORDEN MT 59088

Contact Person:

Phone: Fax:

Requisition Information

SHIP TO: Disaster & Emergency

REQUESTER: Overcast, Annemarie

PROJECT: Undesignated

REQUISITION TYPE: Purchase Order

ORDER METHOD: Mail

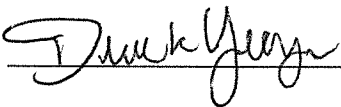
REQUISITION DATE: 3/12/2026 DATE REQUIRED: 3/27/2026

REFERENCE:

BUYER: AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	ea		FY25/26 VFC Grant	2957.000.125.420660.220	1,521.00	1,521.00	0.00	0.00
					FED-DES VFC GRANTS				

APPROVAL SIGNATURES:



Sub-Total: 1,521.00

Freight: 0.00

Tax: 0.00

Total Amount: 1,521.00

NOTES:

FILE COPY

**FY 25/26 VFC APPENDIX A**

ELIGIBLE PURCHASES

		quantity	unit cost	total cost	TOTAL	ACTUAL
Haley Bench	5-gallon Backpack Bladder Bags	5	\$ 280.00	\$ 1,400.00		
	Hand Tool (Shovel/McLeod/Pulaski)	8	\$ 130.00	\$ 1,040.00		
	Chain Saws & Basic Saw Accessories	1	\$ 900.00	\$ 900.00		
	Nomex Shirts	4	\$ 265.00	\$ 1,060.00		
	Nomex Pants	8	\$ 265.00	\$ 2,120.00		
	Goggles/Safety Glasses	8	\$ 25.00	\$ 200.00		
	Gloves	8	\$ 60.00	\$ 480.00		
	Helmets	6	\$ 90.00	\$ 540.00		
	Headlamps	10	\$ 30.00	\$ 300.00		
	Fire Shelters	4	\$ 700.00	\$ 2,800.00		
	P25 Compliant Base Radios	4	\$ 2,000.00	\$ 8,000.00		
	Slide-In Fire Units	1	\$ 4,800.00	\$ 4,800.00		
	Foam Units, Foam Mixers and/or Foam	5	\$ 200.00	\$ 1,000.00		
	Portable Pumps	1	\$ 3,000.00	\$ 3,000.00		
	Hoses, Not to Exceed 3" Diameter	4	\$ 200.00	\$ 800.00		
	Hose Reel	1	\$ 400.00	\$ 400.00		
	Nozzles & Fittings	10	\$ 120.00	\$ 1,200.00		
			\$ -		\$ 30,040.00	
Shepherd	Nomex Shirts	15	\$ 200.00	\$ 3,000.00		
	Nomex Pants	15	\$ 350.00	\$ 5,250.00		
			\$ -		\$ 8,250.00	
Worden	Mobile Radios (Must be P25 Compliant)	5	\$ 1,480.00	\$ 7,400.00		
	Batteries (for radios)	5	\$ 169.00	\$ 845.00		
			\$ -		\$ 8,245.00	
<b>TOTALS</b>				\$ 46,535.00	\$ 46,535.00	

Grant total

Department	Receipts 1	Payout 1	Receipts 2	Payout 2	Receipts 3	Payout 3	Receipts 4	Payout 4	TOTAL PAID	Remaining Allotted
Haley Bench		\$ -		\$ -		\$ -		\$ -	\$ -	\$ 6,000.00
Shepherd		\$ -		\$ -		\$ -		\$ -	\$ -	\$ 6,000.00
<b>Worden</b>	<b>\$ 1,690.00</b>	<b>\$ 1,521.00</b>		\$ -		\$ -		\$ -	<b>\$ 1,521.00</b>	<b>\$ 4,479.00</b>

Percent to Pay	90%
Amount Awarded	\$ 18,000.00
Number of FD Applied	3
Max Amount per FD	\$ 6,000.00

Amount Paid by Each Dept	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ 169.00

Adjusted APED	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

Potential Payout - Actual	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

**Redtail Communications, Inc.**

1812 Monad Rd  
 Billings, MT 591025768 US  
 +14062470275  
 brian@redtailcomm.com

*Not highlighted = not part  
 of original approved  
 application request*



**REDTAIL  
 COMMUNICATIONS**

**INVOICE**

**BILL TO**  
 Worden Fire  
 2463 Main St  
 Worden, MT 59088

**SHIP TO**  
 Worden Fire  
 2463 Main St  
 Worden, MT 59088

**ORDER #** 3300  
**DATE** 02/12/2026  
**TERM** Net 15  
**DUPLICATE** 02/27/2026

**SHIPERS REF**  
 Brian Mehus

**SHIPERS REF**  
 DNRC-LT

**SHIPERS REF**  
 Lance Taylor 406.698.0494

DATE	SKU	DESCRIPTION	QTY	RATE	AMOUNT
01/05/2026	NX-5200K2	Kenwood NX-5200K2 6W VHF Portable Radio SN# C5860956, 957, 958, 960,962	1	1,094.50	1,094.50
01/05/2026	KRA-26M	Kenwood KRA-26M VHF Portable Radio Antenna List: \$22.00	5	20.00	100.00
01/05/2026	KNB-L2M	Kenwood KNB-L2M Battery List: \$185.80	10	169.00	1,690.00
01/05/2026	KMC-72W	Kenwood KMC-72W-Speaker Mic List: \$133.80	5	121.00	605.00
01/05/2026	KSC-52BK	Kenwood KSC-52BK Single Unit Charger List: \$107.00	5	97.00	485.00

**\$3,974.50**

There will be a 3.5% surcharge added to all orders unless otherwise specified.  
 There will be a 3.5% surcharge present to all orders unless otherwise specified.

**WORDEN FIRE DEPT., INC.**  
 P.O. BOX 369  
 WORDEN, MT 59088-0369

12084  
 93-524 929  
 41

Date 3-6-26 CHECK AMOUNT

Pay to the Order of Redtail Communications Inc \$ 3974.50  
Three Thousand Nine Hundred Seventy-four and 50/100 Dollars

**Stockman Bank**  
 1-877-300-9369 (Customer Service)  
 1-888-666-0724 (Telebank)  
 www.stockmanbank.com

For Radio Antenna Battery Invt 3500 Fax meclay

⑆092905249⑆000060298⑆1⑆ 12084

**Purchase Order**

**Disaster & Emergency**  
Yellowstone County Courthouse  
Billings MT 59101

**No. 611762**

P.O. Date: 03/17/2026

Questions ? Derek Yeager (406) 256-2776

Ext:

Account:

P.O. Issued To :

Ship To:

SHEPHERD VFD ✓  
P.O. BOX 1  
SHEPHERD MT 59079

Disaster & Emergency  
Attn: Overcast, Annemarie  
Yellowstone County  
Courthouse  
Billings MT 59101  
(406) 256-2775

Contact:  
Phone: (406) 373-5535

Location: DISASTER & EMERGENCY  
Fax:  
Project: Undesignated

Req# 342662

Reference:

Date Required: 03/23/2026

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	ea		FY25/26 VFC Grant ✓	2957.000.125.420660.220 FED-DES VFC GRANTS ✓	5,547.47	5,547.47	0.00 ✓	0.00

**Approval Log**

Approved By	Date	Notes
aovercast	03/16/26	Requisition Submitted for Approval
mkessler	03/17/26	Purchase Order Created

**RECEIVED**  
MAR 18 2026

Yellowstone County Auditors

APPROVAL SIGNATURES:

*[Handwritten signatures and dates]*  
3/17/26 ✓

Sub-Total:	5,547.47
Freight:	0.00
Tax:	0.00
Total Amount:	5,547.47

NOTES:

FIN SIGN

*[Handwritten initials]*  
MAR 24 2026

Order Via:

Mail

**FILE COPY**

**Purchase Requisition**

**DISASTER & EMERGENCY**

**No. 342662**

**Vendor Information**

SHEPHERD VFD  
P.O. BOX 1

SHEPHERD MT 59079

Contact Person:

Phone: (406) 373-5535 Fax:

**Requisition Information**

SHIP TO: Disaster & Emergency

REQUESTER: Overcast, Annemarie

PROJECT: Undesignated

REQUISITION TYPE: Purchase Order

ORDER METHOD: Mail

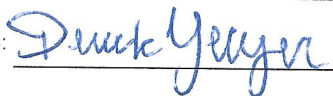
REQUISITION DATE: 3/16/2026 DATE REQUIRED: 3/23/2026

REFERENCE:

BUYER: AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	ea		FY25/26 VFC Grant	2957.000.125.420660.220	5,547.47	5,547.47	0.00	0.00
					FED-DES VFC GRANTS				

APPROVAL SIGNATURES:



Sub-Total: 5,547.47

Freight: 0.00

Tax: 0.00

Total Amount: 5,547.47

NOTES:

**FILE COPY**



SHEPHERD VOLUNTEER FIRE DEPARTMENT  
&  
QUICK RESPONSE UNIT  
P.O. Box 1  
Shepherd, Montana 59079



12 Mar 2026

To: Yellowstone County DES  
From: Shepherd Volunteer Fire Department

Subj: VFC GRANT REIMBURSEMENT

1. Shepherd VFD is requesting reimbursement in the amount of \$6,000 from the DNRC Volunteer Fire Capacity Grant. The receipts from our expenditures are included with this request. They total \$6163.85

The Supply Cache -	\$6,163.85
TOTAL	<u>\$6,163.85</u>

2. Any questions please feel free to contact me at 671-5113.

Philip Ehlers  
Chief SVFD

The Supply Cache  
 1980 Caribou Drive  
 800-839-0821  
 Fort Collins CO, 80525

Invoice 353590*	SUMMARY COPY	Invoice Date 03/11/26	Pag 1
--------------------	--------------	--------------------------	----------

Bill Philip Ehlers Shepherd Volunteer Fire Department P.O. Box 1 Shepherd, MT 59079	Ship Philip Ehlers Shepherd Volunteer Fire Depar 5453 Carey Ave Shepherd, MT 59079
---	--

Customer No. 173976	Sales SEK/SEK	Reference #	Source CVF/FIRE	Terms PRE-PAID BY CHECK
------------------------	------------------	-------------	--------------------	----------------------------

Ordered By	Warehouse	Phone Number (406) 671-5113	Total Wt. 25.6	Zon 4	Pkg 1	Ship Via UPS
------------	-----------	--------------------------------	-------------------	----------	----------	-----------------

Thank You for Your Order!  
 www.supplycache.com  
 800-839-0821

Qty	B/O	Shi	Item #	Description	Un. Price	Ds	Amount
2	1	0	108-10005 MD	Tecasafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher Medium	219.9500	--	439.90
2	2	0	108-10005 2X	Tecasafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher 2X	229.9500	--	459.90
2	2	0	108-10005 XL	Tecasafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher XL	219.9500	--	439.90
3	0	0	108-10005 LG	Tecasafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher Large	219.9500	--	659.85
2	0	0	103-32020 38 X 34	Wildland Pant Pro Level (Green), True North 38 X 34	304.9500	--	609.90
2	0	0	103-32020 32 X 34	Wildland Pant Pro Level (Green), True North 32 X 34	289.9500	--	579.90
1	0	0	103-32020 40 X 32	Wildland Pant Pro Level (Green), True North 40 X 32	304.9500	--	304.95
2	0	0	103-32020 38 X 32	Wildland Pant Pro Level (Green), True North 38 X 32	304.9500	--	609.90
3	1	0	103-32020 36 X 34	Wildland Pant Pro Level (Green), True North 36 X 34	289.9500	--	869.85

\*WE EXPECT THE ABOVE ITEM ON OR BEFORE 04/10/26\*

The Supply Cache  
 1980 Caribou Drive  
 800-839-0821  
 Fort Collins CO, 80525

Invoice 353590*	SUMMARY COPY	Invoice Date 03/11/26	Pag 2
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Bill Philip Ehlers Shepherd Volunteer Fire Department P.O. Box 1 Shepherd, MT 59079	Ship Philip Ehlers Shepherd Volunteer Fire Depar 5453 Carey Ave Shepherd, MT 59079
---	--

Customer No. 173976	Sales SEK/SEK	Reference #	Source CVF/FIRE	Terms PRE-PAID BY CHECK
------------------------	------------------	-------------	--------------------	----------------------------

Ordered By	Warehouse	Phone Number (406) 671-5113	Total Wt. 25.6	Zon 4	Pkg 1	Ship Via UPS
------------	-----------	--------------------------------	-------------------	----------	----------	-----------------

Thank You for Your Order!  
 www.supplycache.com  
 800-839-0821

Qty	B/O	Shi	Item #	Description	Un. Price	Ds	Amount
2	0	0	103-32020 34 X 32	Wildland Pant Pro Level (Green), True North 34 X 32	289.9500	--	579.90
2	1	0	103-32020 42 X 32	Wildland Pant Pro Level (Green), True North 42 X 32	304.9500	--	609.90

MERCHANDISE INVOICE TOTAL \$ 6163.85  
 SHIPPING & HANDLING \$ 249.84  
 INVOICE TOTAL \$ 6413.69  
 PAYMENT RECEIVED #:MC 5964 \$ -4000.00  
 PAYMENT RECEIVED #:MC 1641 \$ -2413.69  
 BALANCE FOR THIS ORDER \$ 0.00

**FY 25/26 VFC APPENDIX A**

		quantity	unit cost	total cost	TOTAL	ACTUAL
Haley Bench	5-gallon Backpack Bladder Bags	5	\$ 280.00	\$ 1,400.00		
	Hand Tool (Shovel/McLeod/Pulaski)	8	\$ 130.00	\$ 1,040.00		
	Chain Saws & Basic Saw Accessories	1	\$ 900.00	\$ 900.00		
	Nomex Shirts	4	\$ 265.00	\$ 1,060.00		
	Nomex Pants	8	\$ 265.00	\$ 2,120.00		
	Goggles/Safety Glasses	8	\$ 25.00	\$ 200.00		
	Gloves	8	\$ 60.00	\$ 480.00		
	Helmets	6	\$ 90.00	\$ 540.00		
	Headlamps	10	\$ 30.00	\$ 300.00		
	Fire Shelters	4	\$ 700.00	\$ 2,800.00		
	P25 Compliant Base Radios	4	\$ 2,000.00	\$ 8,000.00		
	Slide-In Fire Units	1	\$ 4,800.00	\$ 4,800.00		
	Foam Units, Foam Mixers and/or Foam	5	\$ 200.00	\$ 1,000.00		
	Portable Pumps	1	\$ 3,000.00	\$ 3,000.00		
	Hoses, Not to Exceed 3" Diameter	4	\$ 200.00	\$ 800.00		
	Hose Reel	1	\$ 400.00	\$ 400.00		
	Nozzles & Fittings	10	\$ 120.00	\$ 1,200.00		
			\$ -	\$ 30,040.00		
Shepherd	Nomex Shirts	15	\$ 200.00	\$ 3,000.00		
	Nomex Pants	15	\$ 350.00	\$ 5,250.00		
			\$ -	\$ 8,250.00		
Worden	Mobile Radios (Must be P25 Compliant)	5	\$ 1,480.00	\$ 7,400.00		
	Batteries (for radios)	5	\$ 169.00	\$ 845.00		
			\$ -	\$ 8,245.00		
<b>TOTALS</b>				\$ 46,535.00	\$ 46,535.00	

Grant total

Department	Receipts 1	Payout 1	Receipts 2	Payout 2	Receipts 3	Payout 3	Receipts 4	Payout 4	TOTAL PAID	Remaining Allotted
Haley Bench		\$ -		\$ -		\$ -		\$ -	\$ -	\$ 6,000.00
Shepherd	\$ 6,163.85	\$ 5,547.47		\$ -		\$ -		\$ -	\$ 5,547.47	\$ 452.54
Worden	\$ 1,690.00	\$ 1,521.00		\$ -		\$ -		\$ -	\$ 1,521.00	\$ 4,479.00

Percent to Pay	90%
Amount Awarded	\$ 18,000.00
Number of FD Applied	3
Max Amount per FD	\$ 6,000.00

Amount Paid by Each Dept	
Haley Bench	\$ -
Shepherd	\$ 616.39
Worden	\$ 169.00

Adjusted APED	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

Potential Payout - Actual	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

Purchase Requisition

DISASTER & EMERGENCY

No. 342714

Vendor Information

HALEY BENCH VOL FIRE DPT
852 INDIAN CREEK RD
HUNTLEY MT 59307
Contact Person:
Phone: Fax:

Requisition Information

SHIP TO: Disaster & Emergency
REQUESTER: Overcast, Annemarie
PROJECT: Undesignated
REQUISITION TYPE: Purchase Order
ORDER METHOD: Mail
REQUISITION DATE: 3/17/2026 DATE REQUIRED: 4/1/2026
REFERENCE:
BUYER: AWARD NUMBER:

Table with columns: Line, Qty, Unit, Part#, Description, Account Number, Unit Price, Extended, Tax, Freight. Contains two line items for FY25/26 VFC Grant.

APPROVAL SIGNATURES: [Handwritten Signature]

Sub-Total: 3,618.13
Freight: 0.00
Tax: 0.00
Total Amount: 3,618.13

NOTES:

FILE COPY

Empty rectangular box for notes.



Invoice INV17451  
Order ORD15765

Haley Bench Volunteer Fire Department  
Christy Gerdes  
2055 Squaw Creek Road,  
Huntley Montana 59037  
United States

bugs2001rn@yahoo.com  
Tel +1 4068552479 4068552479

www.northridgefire.com  
kory@nr-fe.com  
Tel 406-830-3444

**North Ridge Fire Equipment**  
1400 Stoddard St,  
Missoula Montana 59802  
United States

<b>Invoice number</b>	<b>Order number</b>	<b>Customer</b>	<b>Date</b>
INV17451	ORD15765	number 13991788	Saturday 14 March 2026

Description	Article code	Quantity	Tax	Item price	Discount	Subtotal
<b>Coaxsher Women's Wildland Fire Pant 7.0oz Tecasafe® Plus</b> Size : M-34	FC304 M-34	1x	0%	\$259.95	\$0.00	\$259.95
<b>Coaxsher Women's Wildland Fire Pant 7.0oz Tecasafe® Plus</b> Size : S-36	FC304 S-36	1x	0%	\$259.95	\$0.00	\$259.95
<b>Coaxsher Women's Wildland Fire Pant 7.0oz Tecasafe® Plus</b> Size : S-34	FC304 S-34	1x	0%	\$259.95	\$0.00	\$259.95
<b>Sellstrom Odyssey Wildland Fire Goggle (Clear)</b>	S80225	4x	0%	\$23.95	\$0.00	\$95.80
<b>Majestic Fire Apparel, Inc. Wildland Firefighting Glove - Wristlet (NFPA 1977 Certified)</b> "STYLE: Wristlet MFA86", "SIZE: L"	MFA86-L	1x	0%	\$61.95	\$0.00	\$61.95
<b>Majestic Fire Apparel, Inc. Wildland Firefighting Glove - Wristlet (NFPA 1977 Certified)</b> "STYLE: Wristlet MFA86", "SIZE: XL"	MFA86-XL	2x	0%	\$61.95	\$0.00	\$123.90
<b>True North Gear Women's Wildland Brush Shirt 5.8oz Tecasafe®</b> Size : SMALL	247340-7490	2x	0%	\$125.95	\$0.00	\$251.90
<b>Shipping &amp; handling</b> UPS 3 Day Select®		1x	0%	\$16.95	\$0.00	\$16.95
<b>Payment costs</b> Lightspeed Payments - Credit Card		1x	0%	\$0.00	\$0.00	\$0.00

Total excl. Tax \$1,330.35

**Total incl. Tax \$1,330.35**

**Company information**

**Bank details**

**Shipping address**

Haley Bench Volunteer Fire  
Department  
Christy Gerdes  
2055 Squaw Creek Road,  
Huntley Montana 59037  
United States

**Payment method**

Lightspeed Payments - Credit Card



Invoice INV17452  
Order ORD15766

Haley Bench Volunteer Fire Department  
Christy Gerdes  
2055 Squaw Creek Road,  
Huntley Montana 59037  
United States

bugs2001rn@yahoo.com  
Tel +1 4068552479 4068552479

www.northridgefire.com  
kory@nr-fe.com  
Tel 406-830-3444

**North Ridge Fire Equipment**  
1400 Stoddard St,  
Missoula Montana 59802  
United States

<b>Invoice number</b>	<b>Order number</b>	<b>Customer</b>	<b>Date</b>
INV17452	ORD15766	number 13991788	Saturday 14 March 2026

Description	Article code	Quantity	Tax	Item price	Discount	Subtotal
<b>The Fountainhead Group Indian™ Chief DBL500 5-Gallon Collapsible Dual Bag</b>	190351	1x	0%	\$267.95	\$0.00	\$267.95
<b>Anchor Industries New Generation Wildland Fire Shelter (Regular)</b>	9003077	3x	0%	\$590.95	\$0.00	\$1,772.85
<b>Anchor Industries New Generation Wildland Fire Shelter (Large)</b>	9003078	1x	0%	\$665.95	\$0.00	\$665.95
<b>Shipping &amp; handling</b> UPS 3 Day Select®		1x	0%	\$21.18	\$0.00	\$21.18
<b>Payment costs</b> Lightspeed Payments - Credit Card		1x	0%	\$0.00	\$0.00	\$0.00

Total excl. Tax \$2,727.93

**Total incl. Tax \$2,727.93**

**Company information**

**Bank details**

**Shipping address**

Haley Bench Volunteer Fire  
Department  
Christy Gerdes  
2055 Squaw Creek Road,  
Huntley Montana 59037  
United States

**Payment method**

Lightspeed Payments - Credit Card

**FY 25/26 VFC APPENDIX A**

		quantity	unit cost	total cost	TOTAL	ACTUAL
Haley Bench	5-gallon Backpack Bladder Bags	5	\$ 280.00	\$ 1,400.00		
	Hand Tool (Shovel/McLeod/Pulaski)	8	\$ 130.00	\$ 1,040.00		
	Chain Saws & Basic Saw Accessories	1	\$ 900.00	\$ 900.00		
	Nomex Shirts	4	\$ 265.00	\$ 1,060.00		
	Nomex Pants	8	\$ 265.00	\$ 2,120.00		
	Goggles/Safety Glasses	8	\$ 25.00	\$ 200.00		
	Gloves	8	\$ 60.00	\$ 480.00		
	Helmets	6	\$ 90.00	\$ 540.00		
	Headlamps	10	\$ 30.00	\$ 300.00		
	Fire Shelters	4	\$ 700.00	\$ 2,800.00		
	P25 Compliant Base Radios	4	\$ 2,000.00	\$ 8,000.00		
	Slide-In Fire Units	1	\$ 4,800.00	\$ 4,800.00		
	Foam Units, Foam Mixers and/or Foam	5	\$ 200.00	\$ 1,000.00		
	Portable Pumps	1	\$ 3,000.00	\$ 3,000.00		
	Hoses, Not to Exceed 3" Diameter	4	\$ 200.00	\$ 800.00		
	Hose Reel	1	\$ 400.00	\$ 400.00		
	Nozzles & Fittings	10	\$ 120.00	\$ 1,200.00		
				\$ -	\$ 30,040.00	
Shepherd	Nomex Shirts	15	\$ 200.00	\$ 3,000.00		
	Nomex Pants	15	\$ 350.00	\$ 5,250.00		
			\$ -	\$ 8,250.00		
Worden	Mobile Radios (Must be P25 Compliant)	5	\$ 1,480.00	\$ 7,400.00		
	Batteries (for radios)	5	\$ 169.00	\$ 845.00		
			\$ -	\$ 8,245.00		
<b>TOTALS</b>				\$ 46,535.00	\$ 46,535.00	

Grant total

Department	Receipts 1	Payout 1	Receipts 2	Payout 2	Receipts 3	Payout 3	Receipts 4	Payout 4	TOTAL PAID	Remaining Allotted
Haley Bench	\$ 4,020.14	\$ 3,618.13		\$ -		\$ -		\$ -	\$ 3,618.13	\$ 2,381.87
Shepherd	\$ 6,163.85	\$ 5,547.47		\$ -		\$ -		\$ -	\$ 5,547.47	\$ 452.54
Worden	\$ 1,690.00	\$ 1,521.00		\$ -		\$ -		\$ -	\$ 1,521.00	\$ 4,479.00

Percent to Pay	90%
Amount Awarded	\$ 18,000.00
Number of FD Applied	3
Max Amount per FD	\$ 6,000.00

Amount Paid by Each Dept	
Haley Bench	\$ 402.01
Shepherd	\$ 616.39
Worden	\$ 169.00

Adjusted APED	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

Potential Payout - Actual	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

**Purchase Requisition**

**DISASTER & EMERGENCY**

**No. 343013**

**Vendor Information**

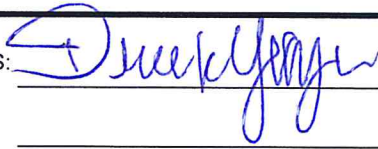
WORDEN VFD  
BOX 369  
  
WORDEN MT 59088  
Contact Person:  
Phone: Fax:

**Requisition Information**

SHIP TO: Disaster & Emergency  
REQUESTER: Overcast, Annemarie  
PROJECT: Undesignated  
REQUISITION TYPE: Purchase Order  
ORDER METHOD: Mail  
REQUISITION DATE: 3/27/2026 DATE REQUIRED: 4/11/2026  
REFERENCE:  
BUYER: AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freigh
1	1	ea		FY25/26 VFC Grant	2957.000.125.420660.220	4,479.00	4,479.00	0.00	0.00
					FED-DES VFC GRANTS				

APPROVAL SIGNATURES:

  
\_\_\_\_\_

Sub-Total: 4,479.00

Freight: 0.00

Tax: 0.00

Total Amount: 4,479.00

NOTES:

**FILE COPY**

**Redtail Communications, Inc.**

1812 Monad Rd  
 Billings, MT 591025768 US  
 +14062470275  
 brian@redtailcomm.com



**REDTAIL**  
 COMMUNICATIONS

**INVOICE**

**BILL TO**  
 Worden Fire  
 2463 Main St  
 Worden, MT 59088

**SHIP TO**  
 Worden Fire  
 2463 Main St  
 Worden, MT 59088

**INVOICE** 3361  
**DATE** 03/23/2026  
**TERMS** Net 15  
**DUE DATE** 04/07/2026

**SALES REP**  
 Brian Mehus

**PURCHASE ORDER NUMBER**  
 Email

**ORDERED BY**  
 Lance Taylor 406.698.0494

DATE	SKU	DESCRIPTION	QTY	RATE	AMOUNT
03/12/2026	NX-5700HBF	Kenwood NX-5700HBF 100W VHF Mobile Radio List: \$2678.80	1	2,475.00	2,475.00
03/12/2026	6ABMIG	Kenwood 6ABMIG Head Kit for 100W VHF RD Deck, incl Speakers, Cable List: \$815.90	1	753.25	753.25
03/12/2026	Labor	Programming, Per Radio	1	45.00	45.00
03/16/2026	KNB-L2M	Kenwood KNB-L2M Battery List: \$185.80	10	169.00	1,690.00
	NMO150K	VHF Antenna Kit	1	89.00	89.00

There will be a 3.5% surcharge added to all credit card payments.  
 There will be a 3.5% surcharge added to all credit card payments.

**BALANCE DUE**

**\$5,052.25**

**WORDEN FIRE DEPT., INC.**  
 P.O. BOX 369  
 WORDEN, MT 59088-0369

12096  
 93-524/929  
 41

Pay to the Order of Redtail Communications Date 3-23-26 **CHECK ARMOR**

Five thousand fifty-two & 25/100 \$ 5052.25

**Stockman Bank**  
 1-877-300-9369 (Customer Service)  
 1-888-669-0724 (Telebank)  
 www.stockmanbank.com

For Inv. 3361 - Radio, speaker, antenna Lance Taylor

⑆092905249⑆000060298⑆1⑆ 12096

**FY 25/26 VFC APPENDIX A**

		quantity	unit cost	total cost	TOTAL	ACTUAL
Haley Bench	5-gallon Backpack Bladder Bags	5	\$ 280.00	\$ 1,400.00		
	Hand Tool (Shovel/McLeod/Pulaski)	8	\$ 130.00	\$ 1,040.00		
	Chain Saws & Basic Saw Accessories	1	\$ 900.00	\$ 900.00		
	Nomex Shirts	4	\$ 265.00	\$ 1,060.00		
	Nomex Pants	8	\$ 265.00	\$ 2,120.00		
	Goggles/Safety Glasses	8	\$ 25.00	\$ 200.00		
	Gloves	8	\$ 60.00	\$ 480.00		
	Helmets	6	\$ 90.00	\$ 540.00		
	Headlamps	10	\$ 30.00	\$ 300.00		
	Fire Shelters	4	\$ 700.00	\$ 2,800.00		
	P25 Compliant Base Radios	4	\$ 2,000.00	\$ 8,000.00		
	Slide-In Fire Units	1	\$ 4,800.00	\$ 4,800.00		
	Foam Units, Foam Mixers and/or Foam	5	\$ 200.00	\$ 1,000.00		
	Portable Pumps	1	\$ 3,000.00	\$ 3,000.00		
	Hoses, Not to Exceed 3" Diameter	4	\$ 200.00	\$ 800.00		
	Hose Reel	1	\$ 400.00	\$ 400.00		
	Nozzles & Fittings	10	\$ 120.00	\$ 1,200.00		
			\$ -	\$ 30,040.00		
Shepherd	Nomex Shirts	15	\$ 200.00	\$ 3,000.00		
	Nomex Pants	15	\$ 350.00	\$ 5,250.00		
			\$ -	\$ 8,250.00		
Worden	Mobile Radios (Must be P25 Compliant)	5	\$ 1,480.00	\$ 7,400.00		
	Batteries (for radios)	5	\$ 169.00	\$ 845.00		
			\$ -	\$ 8,245.00		
<b>TOTALS</b>				\$ 46,535.00	\$ 46,535.00	
Grant total						

*+ radio accessories*

Department	Receipts 1	Payout 1	Receipts 2	Payout 2	Receipts 3	Payout 3	Receipts 4	Payout 4	TOTAL PAID	Remaining Allotted
Haley Bench	\$ 4,020.14	\$ 3,618.13	\$ 2,506.15	\$ 2,255.54		\$ -		\$ -	\$ 5,873.66	\$ 126.34
Shepherd	\$ 6,163.85	\$ 5,547.47		\$ -		\$ -		\$ -	\$ 5,547.47	\$ 452.54
Worden	\$ 1,690.00	\$ 1,521.00	\$ 5,052.25	\$ 4,479.00		\$ -		\$ -	\$ 6,000.00	\$ -

2646.54

502.82

4976.68

Percent to Pay	90%
Amount Awarded	\$ 18,000.00
Number of FD Applied	3
Max Amount per FD	\$ 6,000.00

Amount Paid by Each Dept	
Haley Bench	\$ 652.63
Shepherd	\$ 616.39
Worden	\$ 742.25

Adjusted APED	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

Potential Payout - Actual	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ 68.03

**Purchase Requisition**

**DISASTER & EMERGENCY**

**No. 343014**

**Vendor Information**

HALEY BENCH VOL FIRE DPT  
852 INDIAN CREEK RD

HUNTLEY MT 59037

Contact Person:

Phone: Fax:

**Requisition Information**

SHIP TO: Disaster & Emergency

REQUESTER: Overcast, Annemarie

PROJECT: Undesignated

REQUISITION TYPE: Purchase Order

ORDER METHOD: Mail

REQUISITION DATE: 3/27/2026

DATE REQUIRED: 4/11/2026

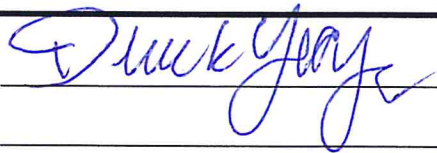
REFERENCE:

BUYER:

AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freigh
1	1	ea		FY25/26 VFC Grant	2957.000.125.420660.220	2,255.54	2,255.54	0.00	0.00
					FED-DES VFC GRANTS				

APPROVAL SIGNATURES:



Sub-Total: 2,255.54

Freight: 0.00

Tax: 0.00

Total Amount: 2,255.54

NOTES:

**FILE COPY**

**Redtail Communications, Inc.**

1812 Monad Rd  
Huntley, MT 591025768 US  
4062470275  
brian@redtailcomm.com



**REDTAIL**  
COMMUNICATIONS

**INVOICE**

**BILL TO**  
Haley Bench VFD  
1415 Haley Bench Lane  
Huntley, MT 59037 US

**SHIP TO**  
Haley Bench VFD  
1415 Haley Bench Lane  
Huntley, MT 59037 US

**INVOICE** 3363  
**DATE** 03/20/2026  
**TERMS** Net 15  
**DUE DATE** 04/04/2026

**SALES REP**  
Brian Mehus

**ORDERED BY**  
Rance Gerdes 406.860.7142

DATE	SKU	DESCRIPTION	QTY	RATE	AMOUNT
02/16/2026	VP5230F2	EFJ/Kenwood Viking VP5000 Series Portable, VHF, Standard Keypad. Supports Analog & P25 Phase 1 Trunking Conventional Operation. 1024 Ch, True Voice Noise CX, 3yr Warranty	1	2,040.00	2,040.00
02/16/2026	KRA-26M	Kenwood KRA-26M VHF Portable Radio Antenna	1	22.00	22.00
02/16/2026	KNB-L2M	Kenwood KNB-L2M Battery	2	185.80	371.60
02/16/2026	KSC-52BK	Kenwood KSC-52BK Single Unit Charger	1	107.00	107.00
02/16/2026	KMC-70M	Kenwood KMC-70M Remote Speaker Mic	1	174.20	174.20
02/16/2026	Misc.	Public Safety Discount	1	-208.65	-208.65

There will be a 3.5% surcharge added to all credit card payments  
There will be a 3.5% surcharge added to all credit card payments

**BALANCE DUE**

**\$2,506.15**

Pay invoice

*Paid ck #1490*



**HALEY BENCH VOLUNTEER  
FIRE DEPARTMENT**  
2055 SQUAW CREEK RD  
HUNTLEY, MT 59037

09-96

1490

93-168/929

3/26/26

Date

CHECK AMOUNT  
MADE PAYABLE

Pay to the  
Order of

Red Tail Communications

\$ 2,506.15

Two thousand five hundred six / 15/100

Dollars



**First Interstate Bank**

855-342-3400

firstinterstate.com

For

Viking VP 5000 Radio *[Signature]*

⑆092901683⑆1101023818⑆1490

**FY 25/26 VFC APPENDIX A**

		quantity	unit cost	total cost	TOTAL	ACTUAL
Haley Bench	5-gallon Backpack Bladder Bags	5	\$ 280.00	\$ 1,400.00		
	Hand Tool (Shovel/McLeod/Pulaski)	8	\$ 130.00	\$ 1,040.00		
	Chain Saws & Basic Saw Accessories	1	\$ 900.00	\$ 900.00		
	Nomex Shirts	4	\$ 265.00	\$ 1,060.00		
	Nomex Pants	8	\$ 265.00	\$ 2,120.00		
	Goggles/Safety Glasses	8	\$ 25.00	\$ 200.00		
	Gloves	8	\$ 60.00	\$ 480.00		
	Helmets	6	\$ 90.00	\$ 540.00		
	Headlamps	10	\$ 30.00	\$ 300.00		
	Fire Shelters	4	\$ 700.00	\$ 2,800.00		
	P25 Compliant Handheld Radios <i>+ radio accessories</i>	4	\$ 2,000.00	\$ 8,000.00		
	Slide-In Fire Units	1	\$ 4,800.00	\$ 4,800.00		
	Foam Units, Foam Mixers and/or Foam	5	\$ 200.00	\$ 1,000.00		
	Portable Pumps	1	\$ 3,000.00	\$ 3,000.00		
	Hoses, Not to Exceed 3" Diameter	4	\$ 200.00	\$ 800.00		
	Hose Reel	1	\$ 400.00	\$ 400.00		
	Nozzles & Fittings	10	\$ 120.00	\$ 1,200.00		
			\$ -	\$ 30,040.00		
Shepherd	Nomex Shirts	15	\$ 200.00	\$ 3,000.00		
	Nomex Pants	15	\$ 350.00	\$ 5,250.00		
				\$ -	\$ 8,250.00	
Worden	Mobile Radios (Must be P25 Compliant)	5	\$ 1,480.00	\$ 7,400.00		
	Batteries (for radios)	5	\$ 169.00	\$ 845.00		
				\$ -	\$ 8,245.00	
<b>TOTALS</b>				\$ 46,535.00	\$ 46,535.00	

Grant total

Department	Receipts 1	Payout 1	Receipts 2	Payout 2	Receipts 3	Payout 3	Receipts 4	Payout 4	TOTAL PAID	Remaining Allotted
Haley Bench	\$ 4,020.14	\$ 3,618.13	\$ 2,506.15	\$ 2,255.54		\$ -		\$ -	\$ 5,873.66	\$ 126.34
Shepherd	\$ 6,163.85	\$ 5,547.47		\$ -		\$ -		\$ -	\$ 5,547.47	\$ 452.54
Worden	\$ 1,690.00	\$ 1,521.00	\$ 5,052.25	\$ 4,479.00		\$ -		\$ -	\$ 6,000.00	\$ -

2646.54

502.82

4976.68

Percent to Pay	90%
Amount Awarded	\$ 18,000.00
Number of FD Applied	3
Max Amount per FD	\$ 6,000.00

Amount Paid by Each Dept	
Haley Bench	\$ 652.63
Shepherd	\$ 616.39
Worden	\$ 742.25

Adjusted APED	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

Potential Payout - Actual	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ 68.03

**Purchase Requisition**

**DISASTER & EMERGENCY**

**No. 343016**

**Vendor Information**

SHEPHERD VFD  
P.O. BOX 1

SHEPHERD MT 59079

Contact Person:

Phone: (406) 373-5535 Fax:

**Requisition Information**

SHIP TO: Disaster & Emergency

REQUESTER: Overcast, Annemarie

PROJECT: Undesignated

REQUISITION TYPE: Purchase Order

ORDER METHOD: Mail

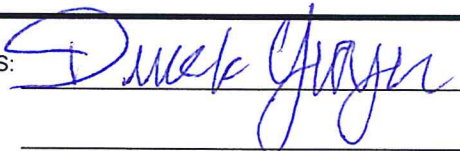
REQUISITION DATE: 3/27/2026 DATE REQUIRED: 4/11/2026

REFERENCE:

BUYER: AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freigh
1	1	ea		FY25/26 VFC Grant	2957.000.125.420660.220	452.54	452.54	0.00	0.00
					FED-DES VFC GRANTS				

APPROVAL SIGNATURES:



Sub-Total: 452.54

Freight: 0.00

Tax: 0.00

Total Amount: 452.54

NOTES:

**FILE COPY**

The Supply Cache  
 1980 Caribou Drive  
 800-839-0821  
 Fort Collins CO, 80525

Invoice 354524*		SUMMARY COPY			Invoice Date 03/27/26		Pag 1	
Bill Philip Ehlers Shepherd Volunteer Fire Department P.O. Box 1 Shepherd, MT 59079				Ship Philip Ehlers Shepherd Volunteer Fire Depart 5453 Carey Ave Shepherd, MT 59079				
Customer No. 173976	Sales MDS/MDS	Reference #	Source CVF/	Terms XXXXXXXXX1641 MASTERCARD				
Ordered By		Warehouse	Phone Number (406) 671-5113	Total Wt. 3.1	Zon 4	Pkg 1	Ship Via UPS	

Thank You for Your Order!  
 www.supplycache.com  
 800-839-0821

Qty	B/O	Shi	Item #	Description	Un. Price	Ds	Amount
1	0	0	101-14501 LG-LO	Nomex IIIA 6 oz Classic Brush Pants (Green), CrewBoss Large x 32	445.0000	--	445.00
1	0	0	108-10005 2X	Tecasafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher 2X	229.9500	--	229.95

MERCHANDISE INVOICE TOTAL \$ 674.95  
 SHIPPING & HANDLING \$ 40.96  
 INVOICE TOTAL \$ 715.91  
 CR. CARD: MC, APPR:60000C \$ -715.91  
 BALANCE FOR THIS ORDER \$ 0.00

**FY 25/26 VFC APPENDIX A**

		quantity	unit cost	total cost	TOTAL	ACTUAL
Haley Bench	5-gallon Backpack Bladder Bags	5	\$ 280.00	\$ 1,400.00		
	Hand Tool (Shovel/McLeod/Pulaski)	8	\$ 130.00	\$ 1,040.00		
	Chain Saws & Basic Saw Accessories	1	\$ 900.00	\$ 900.00		
	Nomex Shirts	4	\$ 265.00	\$ 1,060.00		
	Nomex Pants	8	\$ 265.00	\$ 2,120.00		
	Goggles/Safety Glasses	8	\$ 25.00	\$ 200.00		
	Gloves	8	\$ 60.00	\$ 480.00		
	Helmets	6	\$ 90.00	\$ 540.00		
	Headlamps	10	\$ 30.00	\$ 300.00		
	Fire Shelters	4	\$ 700.00	\$ 2,800.00		
	P25 Compliant Handheld Radios	4	\$ 2,000.00	\$ 8,000.00		
	Slide-In Fire Units	1	\$ 4,800.00	\$ 4,800.00		
	Foam Units, Foam Mixers and/or Foam	5	\$ 200.00	\$ 1,000.00		
	Portable Pumps	1	\$ 3,000.00	\$ 3,000.00		
	Hoses, Not to Exceed 3" Diameter	4	\$ 200.00	\$ 800.00		
	Hose Reel	1	\$ 400.00	\$ 400.00		
	Nozzles & Fittings	10	\$ 120.00	\$ 1,200.00		
			\$ -	\$ 30,040.00		
Shepherd	Nomex Shirts	15	\$ 200.00	\$ 3,000.00		
	Nomex Pants	15	\$ 350.00	\$ 5,250.00		
			\$ -	\$ 8,250.00		
Worden	Mobile Radios (Must be P25 Compliant)	5	\$ 1,480.00	\$ 7,400.00		
	Batteries (for radios)	5	\$ 169.00	\$ 845.00		
			\$ -	\$ 8,245.00		
<b>TOTALS</b>				\$ 46,535.00	\$ 46,535.00	

Grant total

Department	Receipts 1	Payout 1	Receipts 2	Payout 2	Receipts 3	Payout 3	Receipts 4	Payout 4	TOTAL PAID	Remaining Allotted
Haley Bench	\$ 4,020.14	\$ 3,618.13	\$ 2,506.15	\$ 2,255.54		\$ -		\$ -	\$ 5,873.66	\$ 126.34
Shepherd	\$ 6,163.85	\$ 5,547.47	\$ 674.95	\$ 452.54		\$ -		\$ -	\$ 6,000.00	\$ -
Worden	\$ 1,690.00	\$ 1,521.00	\$ 5,052.25	\$ 4,479.00		\$ -		\$ -	\$ 6,000.00	\$ -

2646.54	140.38
502.82	-154.92
4976.68	-68.03

Percent to Pay	90%
Amount Awarded	\$ 18,000.00
Number of FD Applied	3
Max Amount per FD	\$ 6,000.00

Amount Paid by Each Dept	
Haley Bench	\$ 652.63
Shepherd	\$ 838.80
Worden	\$ 742.25

Adjusted APED	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

Potential Payout - Actual	
Haley Bench	\$ -
Shepherd	\$ 154.92
Worden	\$ 68.03

Purchase Requisition

DISASTER & EMERGENCY

No. 343233

Vendor Information

WORDEN VFD  
BOX 369

WORDEN MT 59088

Contact Person:

Phone: Fax:

Requisition Information

SHIP TO: Disaster & Emergency

REQUESTER: Overcast, Annemarie

PROJECT: Undesignated

REQUISITION TYPE: Purchase Order

ORDER METHOD: Mail

REQUISITION DATE: 4/3/2026

DATE REQUIRED: 4/10/2026

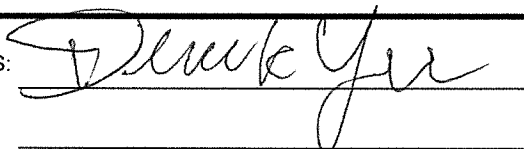
REFERENCE:

BUYER:

AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freigh
1	1	ea		FY25/26 VFC Grant	2957.000.125.420660.220	68.03	68.03	0.00	0.00
					FED-DES VFC GRANTS				

APPROVAL SIGNATURES:



Sub-Total: 68.03

Freight: 0.00

Tax: 0.00

Total Amount: 68.03

NOTES:

FILE COPY

Department	Receipts 1	Poss Pay	Payout 1	Receipts 2	Poss Pay	Payout 2	Receipts 3	Poss Pay	Payout 3	TOTAL PAID	Remaining Allotted	Altered Allotments
Haléy Bench	\$ 4,020.14	\$ 3,618.13	\$ 3,618.13	\$ 2,506.15	\$ 2,255.54	\$ 2,255.54		\$ -	\$ -	\$ 5,873.67	\$ -	
Shepherd	\$ 6,163.85	\$ 5,547.47	\$ 5,547.47	\$ 674.95	\$ 607.46	\$ 452.54	(HBA-WPP3-0.02RE)	\$ 58.29	\$ 58.29	\$ 6,058.30	\$ -	
Worden	\$ 1,690.00	\$ 1,521.00	\$ 1,521.00	\$ 5,052.25	\$ 4,547.03	\$ 4,479.00	PP2-P2	\$ 68.03	\$ 68.03	\$ 6,068.03	\$ -	
										\$ 18,000.00		

Percent to Pay	90%
Amount Awarded	\$ 18,000
Number of FD Applied	3
Max Amount per FD (initial)	\$ 6,000

PP	Possible Payout (90% of Receipt Column)
P	Payout (Possible Payout Relative to Initial Allotment Amount)

Allotment for HB	\$ 5,873.67
Allotment for S	\$ 6,058.30
Allotment for W	\$ 6,068.03
	\$ 18,000.00

When redistributing funds, DOUBLE CHECK that other departments don't have eligible payouts that previously exceeded their initial allotments.

Example: Initial Allotment is \$5000/department. Department 1 turns in receipts for \$7,000. Their possible reimbursement is \$6,300. They get \$5,000 and will only receive the additional eligible reimbursement if another department does not use their initially allotted \$5,000.  
**WHEN REDISTRIBUTED, PAY DEPARTMENT 1 THEIR \$1,300 FIRST.**

$$(Poss\ Pay\ 2 - Payout\ 2) = \$68.03$$

$$(4547.03) - (4479.00) = \textcircled{\$68.03}$$

Purchase Requisition

DISASTER & EMERGENCY

No. 343013

Vendor Information

WORDEN VFD  
BOX 369

WORDEN MT 59088

Contact Person:

Phone: Fax:

Requisition Information

SHIP TO: Disaster & Emergency

REQUESTER: Overcast, Annemarie

PROJECT: Undesignated

REQUISITION TYPE: Purchase Order

ORDER METHOD: Mail

REQUISITION DATE: 3/27/2026 DATE REQUIRED: 4/11/2026

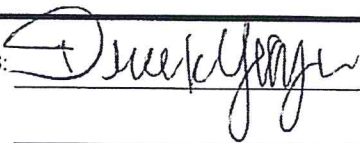
REFERENCE:

BUYER: AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freigh
1	1	ea		FY25/26 VFC Grant	2957.000.125.420660.220	4,479.00	4,479.00	0.00	0.00
					FED-DES VFC GRANTS				

Reference  
 Had additional eligible  
 expenses for reimbursement  
 if extra \$ available

APPROVAL SIGNATURES:



Sub-Total: 4,479.00

Freight: 0.00

Tax: 0.00

Total Amount: 4,479.00

NOTES:

FILE COPY

**Redtail Communications, Inc.**

1812 Monad Rd  
 Billings, MT 591025768 US  
 +14062470275  
 brian@redtailcomm.com



**REDTAIL**  
 COMMUNICATIONS

**INVOICE**

**BILL TO**  
 Worden Fire  
 2463 Main St  
 Worden, MT 59088

**SHIP TO**  
 Worden Fire  
 2463 Main St  
 Worden, MT 59088

**INVOICE** 3361  
**DATE** 03/23/2026  
**TERMS** Net 15  
**DUE DATE** 04/07/2026

**SALES REP**  
 Brian Mehus

**PURCHASE ORDER NUMBER**  
 Email

**ORDERED BY**  
 Lance Taylor 406.698.0494

DATE	SKU	DESCRIPTION	QTY	RATE	AMOUNT
03/12/2026	NX-5700HBF	Kenwood NX-5700HBF 100W VHF Mobile Radio List: \$2678.80	1	2,475.00	2,475.00
03/12/2026	6ABMIG	Kenwood 6ABMIG Head Kit for 100W VHF RD Deck, incl Speakers, Cable List: \$815.90	1	753.25	753.25
03/12/2026	Labor	Programing, Per Radio	1	45.00	45.00
03/16/2026	KNB-L2M	Kenwood KNB-L2M Battery List: \$185.80	10	169.00	1,690.00
	NMO150K	VHF Antenna Kit	1	89.00	89.00

There will be a 3.5% surcharge added to all credit card payments.  
 There will be a 3.5% surcharge added to all credit card payments.

**BALANCE DUE**

**\$5,052.25**

**WORDEN FIRE DEPT., INC.**  
 P.O. BOX 369  
 WORDEN, MT 59088-0369

12096  
 93-524/929  
 41

Pay to the Order of Redtail Communications Date 3-23-26

Five thousand fifty-two & 25/100 \$ 5052.25

**Stockman Bank**  
 1-877-300-9369 (Customer Service)  
 1-888-669-0724 (Telebank)  
 www.stockmanbank.com

For Inv. 3361 Radio, speaker, antenna Lance Taylor

⑆092905249⑆000060298⑆1⑆ 12096

**FY 25/26 VFC APPENDIX A**

		quantity	unit cost	total cost	TOTAL	ACTUAL
Haley Bench	5-gallon Backpack Bladder Bags	5	\$ 280.00	\$ 1,400.00		
	Hand Tool (Shovel/McLeod/Pulaski)	8	\$ 130.00	\$ 1,040.00		
	Chain Saws & Basic Saw Accessories	1	\$ 900.00	\$ 900.00		
	Nomex Shirts	4	\$ 265.00	\$ 1,060.00		
	Nomex Pants	8	\$ 265.00	\$ 2,120.00		
	Goggles/Safety Glasses	8	\$ 25.00	\$ 200.00		
	Gloves	8	\$ 60.00	\$ 480.00		
	Helmets	6	\$ 90.00	\$ 540.00		
	Headlamps	10	\$ 30.00	\$ 300.00		
	Fire Shelters	4	\$ 700.00	\$ 2,800.00		
	P25 Compliant Base Radios	4	\$ 2,000.00	\$ 8,000.00		
	Slide-In Fire Units	1	\$ 4,800.00	\$ 4,800.00		
	Foam Units, Foam Mixers and/or Foam	5	\$ 200.00	\$ 1,000.00		
	Portable Pumps	1	\$ 3,000.00	\$ 3,000.00		
	Hoses, Not to Exceed 3" Diameter	4	\$ 200.00	\$ 800.00		
	Hose Reel	1	\$ 400.00	\$ 400.00		
	Nozzles & Fittings	10	\$ 120.00	\$ 1,200.00		
			\$ -		\$ 30,040.00	
Shepherd	Nomex Shirts	15	\$ 200.00	\$ 3,000.00		
	Nomex Pants	15	\$ 350.00	\$ 5,250.00		
			\$ -		\$ 8,250.00	
Worden	Mobile Radios (Must be P25 Compliant)	5	\$ 1,480.00	\$ 7,400.00		
	Batteries (for radios)	5	\$ 169.00	\$ 845.00		
			\$ -		\$ 8,245.00	
<b>TOTALS</b>				\$ 46,535.00	\$ 46,535.00	
Grant total						

*+ radio accessories*

Department	Receipts 1	Payout 1	Receipts 2	Payout 2	Receipts 3	Payout 3	Receipts 4	Payout 4	TOTAL PAID	Remaining Allotted
Haley Bench	\$ 4,020.14	\$ 3,618.13	\$ 2,506.15	\$ 2,255.54		\$ -		\$ -	\$ 5,873.66	\$ 126.34
Shepherd	\$ 6,163.85	\$ 5,547.47		\$ -		\$ -		\$ -	\$ 5,547.47	\$ 452.54
Worden	\$ 1,690.00	\$ 1,521.00	\$ 5,052.25	\$ 4,479.00		\$ -		\$ -	\$ 6,000.00	\$ -

2646.54

502.82

4976.68

Percent to Pay	90%
Amount Awarded	\$ 18,000.00
Number of FD Applied	3
Max Amount per FD	\$ 6,000.00

Amount Paid by Each Dept	
Haley Bench	\$ 652.63
Shepherd	\$ 616.39
Worden	\$ 742.25

Adjusted APED	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

Potential Payout - Actual	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ 68.03

**Purchase Requisition**

**DISASTER & EMERGENCY**

**No. 343234**

**Vendor Information**

SHEPHERD VFD  
P.O. BOX 1

SHEPHERD MT 59079

Contact Person:

Phone: (406) 373-5535 Fax:

**Requisition Information**

SHIP TO: Disaster & Emergency

REQUESTER: Overcast, Annemarie

PROJECT: Undesignated

REQUISITION TYPE: Purchase Order

ORDER METHOD: Mail

REQUISITION DATE: 4/3/2026

DATE REQUIRED: 4/10/2026

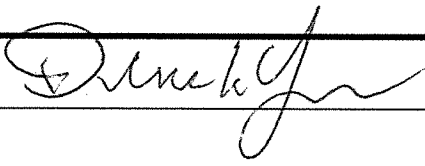
REFERENCE:

BUYER:

AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	ea		FY25/26 VFC Grant	2957.000.125.420660.220	58.29	58.29	0.00	0.00
					FED-DES VFC GRANTS				

APPROVAL SIGNATURES:



Sub-Total: 58.29

Freight: 0.00

Tax: 0.00

Total Amount: 58.29

NOTES:

**FILE COPY**

Department	Receipts 1	Poss Pay	Payout 1	Receipts 2	Poss Pay	Payout 2	Receipts 3	Poss Pay	Payout 3	TOTAL PAID	Remaining Allotted	Altered Allotments
Haley Bench	\$ 4,020.14	\$ 3,618.13	\$ 3,618.13	\$ 2,506.15	\$ 2,255.54	\$ 2,255.54		\$ -	\$ -	\$ 5,873.67	\$ -	
Shepherd	\$ 6,163.85	\$ 5,547.47	\$ 5,547.47	\$ 674.95	\$ 607.46	\$ 452.54	(HBA-WPP3-0.02RE)	\$ 58.29	\$ 58.29	\$ 6,058.30	\$ -	
Worden	\$ 1,690.00	\$ 1,521.00	\$ 1,521.00	\$ 5,052.25	\$ 4,547.03	\$ 4,479.00	PP2-P2	\$ 68.03	\$ 68.03	\$ 6,068.03	\$ -	
										\$ 18,000.00		

Percent to Pay	90%
Amount Awarded	\$ 18,000
Number of FD Applied	3
Max Amount per FD (initial)	\$ 6,000

Allotment for HB \$ 5,873.67  
 Allotment for S \$ 6,058.30  
 Allotment for W \$ 6,068.03  
 \$ 18,000.00

PP	Possible Payout (90% of Receipt Column)
P	Payout (Possible Payout Relative to Initial Allotment Amount)

When redistributing funds, DOUBLE CHECK that other departments don't have eligible payouts that previously exceeded their initial allotments.

Example: Initial Allotment is \$5000/department. Department 1 turns in receipts for \$7,000. Their possible reimbursement is \$6,300. They get \$5,000 and will only receive the additional eligible reimbursement if another department does not use their initially allotted \$5,000. WHEN REDISTRIBUTED, PAY DEPARTMENT 1 THEIR \$1,300 FIRST.

$$\begin{aligned}
 & (\text{Haley Bench Allotment} - \text{Worden Poss Pay}_3 - 0.02 \text{ Rounding Error}) = 58.29 \\
 & (6000 - 5873.67) - (68.03) - (0.02) = \$ 58.29
 \end{aligned}$$

Purchase Requisition

DISASTER & EMERGENCY

No. 343016

Vendor Information

SHEPHERD VFD  
P.O. BOX 1

SHEPHERD MT 59079

Contact Person:

Phone: (406) 373-5535 Fax:

Requisition Information

SHIP TO: Disaster & Emergency

REQUESTER: Overcast, Annemarie

PROJECT: Undesignated

REQUISITION TYPE: Purchase Order

ORDER METHOD: Mail

REQUISITION DATE: 3/27/2026

DATE REQUIRED: 4/11/2026

REFERENCE:

BUYER:

AWARD NUMBER:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freigh
1	1	ea		FY25/26 VFC Grant	2957.000.125.420660.220	452.54	452.54	0.00	0.00
					FED-DES VFC GRANTS				

Reference  
 Had additional eligible  
 expenses for reimbursement  
 if extra \$ available

APPROVAL SIGNATURES: *Derek Gray*

Sub-Total: 452.54  
 Freight: 0.00  
 Tax: 0.00  
 Total Amount: 452.54

NOTES:

FILE COPY

The Supply Cache  
 1980 Caribou Drive  
 800-839-0821  
 Fort Collins CO, 80525

Invoice 354524*	SUMMARY COPY	Invoice Date 03/27/26	Pag 1
--------------------	--------------	--------------------------	----------

Bill Philip Ehlers Shepherd Volunteer Fire Department P.O. Box 1 Shepherd, MT 59079	Ship Philip Ehlers Shepherd Volunteer Fire Depart 5453 Carey Ave Shepherd, MT 59079
---	---

Customer No. 173976	Sales MDS/MDS	Reference #	Source CVF/	Terms XXXXXXXXX1641 MASTERCARD
------------------------	------------------	-------------	----------------	-----------------------------------

Ordered By	Warehouse	Phone Number (406) 671-5113	Total Wt. 3.1	Zon 4	Pkg 1	Ship Via UPS
------------	-----------	--------------------------------	------------------	----------	----------	-----------------

Thank You for Your Order!  
 www.supplycache.com  
 800-839-0821

Qty	B/O	Shi	Item #	Description	Un. Price	Ds	Amount
1	0	0	101-14501 LG-LO	Nomex IIIA 6 oz Classic Brush Pants (Green), CrewBoss Large x 32	445.0000	--	445.00
1	0	0	108-10005 2X	Tecasafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher 2X	229.9500	--	229.95

MERCHANDISE INVOICE TOTAL \$ 674.95  
 SHIPPING & HANDLING \$ 40.96  
 INVOICE TOTAL \$ 715.91  
 CR. CARD: MC, APPR:60000C \$ -715.91  
 BALANCE FOR THIS ORDER \$ 0.00

**FY 25/26 VFC APPENDIX A**

		quantity	unit cost	total cost	TOTAL	ACTUAL
Haley Bench	5-gallon Backpack Bladder Bags	5	\$ 280.00	\$ 1,400.00		
	Hand Tool (Shovel/McLeod/Pulaski)	8	\$ 130.00	\$ 1,040.00		
	Chain Saws & Basic Saw Accessories	1	\$ 900.00	\$ 900.00		
	Nomex Shirts	4	\$ 265.00	\$ 1,060.00		
	Nomex Pants	8	\$ 265.00	\$ 2,120.00		
	Goggles/Safety Glasses	8	\$ 25.00	\$ 200.00		
	Gloves	8	\$ 60.00	\$ 480.00		
	Helmets	6	\$ 90.00	\$ 540.00		
	Headlamps	10	\$ 30.00	\$ 300.00		
	Fire Shelters	4	\$ 700.00	\$ 2,800.00		
	P25 Compliant Handheld Radios	4	\$ 2,000.00	\$ 8,000.00		
	Slide-In Fire Units	1	\$ 4,800.00	\$ 4,800.00		
	Foam Units, Foam Mixers and/or Foam	5	\$ 200.00	\$ 1,000.00		
	Portable Pumps	1	\$ 3,000.00	\$ 3,000.00		
	Hoses, Not to Exceed 3" Diameter	4	\$ 200.00	\$ 800.00		
	Hose Reel	1	\$ 400.00	\$ 400.00		
	Nozzles & Fittings	10	\$ 120.00	\$ 1,200.00		
			\$ -		\$ 30,040.00	
Shepherd	Nomex Shirts	15	\$ 200.00	\$ 3,000.00		
	Nomex Pants	15	\$ 350.00	\$ 5,250.00		
			\$ -		\$ 8,250.00	
Worden	Mobile Radios (Must be P25 Compliant)	5	\$ 1,480.00	\$ 7,400.00		
	Batteries (for radios)	5	\$ 169.00	\$ 845.00		
			\$ -		\$ 8,245.00	
<b>TOTALS</b>				\$ 46,535.00	\$ 46,535.00	

Grant total

Department	Receipts 1	Payout 1	Receipts 2	Payout 2	Receipts 3	Payout 3	Receipts 4	Payout 4	TOTAL PAID	Remaining Allotted
Haley Bench	\$ 4,020.14	\$ 3,618.13	\$ 2,506.15	\$ 2,255.54		\$ -		\$ -	\$ 5,873.66	\$ 126.34
Shepherd	\$ 6,163.85	\$ 5,547.47	\$ 674.95	\$ 452.54		\$ -		\$ -	\$ 6,000.00	\$ -
Worden	\$ 1,690.00	\$ 1,521.00	\$ 5,052.25	\$ 4,479.00		\$ -		\$ -	\$ 6,000.00	\$ -

2646.54 140.38

502.82 -154.92

4976.68 -68.03

Percent to Pay	90%
Amount Awarded	\$ 18,000.00
Number of FD Applied	3
Max Amount per FD	\$ 6,000.00

Amount Paid by Each Dept	
Haley Bench	\$ 652.63
Shepherd	\$ 838.80
Worden	\$ 742.25

Adjusted APED	
Haley Bench	\$ -
Shepherd	\$ -
Worden	\$ -

Potential Payout - Actual	
Haley Bench	\$ -
Shepherd	\$ 154.92
Worden	\$ 68.03

B.O.C.C. Regular

4. b.

Meeting Date: 04/28/2026

Title: FY25/26 VFC Grant Closeout Letter\_4.15.26

Submitted For: Annemarie Overcast, DES Coordinator

Submitted By: Annemarie Overcast, DES Coordinator

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TOPIC:

FY25/26 VFC Grant Closeout Letter\_4.15.26

BACKGROUND:

Grant reimbursed full amount of \$18,000.00. See attached document.

RECOMMENDED ACTION:

File

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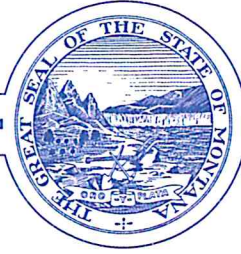
Attachments

FY25/26 VFC Grant Closeout Letter\_4.15.26

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DEPARTMENT OF NATURAL RESOURCES  
AND CONSERVATION

Forestry Division • 2705 Spurgin Road, Missoula, MT 59804-3199  
(406) 542-4300    Telefax (406) 542-4217



GREG GIANFORTE, GOVERNOR

1539 ELEVENTH AVENUE

STATE OF MONTANA

DIRECTOR'S OFFICE: (406) 444-2074  
FAX: (406) 444-2684

PO BOX 201601  
HELENA, MONTANA 59620-1601

April 15, 2026

383.71

Derek Yeager  
Yellowstone County Rural Fire Council  
PO Box 35004  
Billings, MT 59107-5004

Fire Warden Yeager:

This letter is in reference to your 2025 Volunteer Fire Capacity (VFC) Subaward Agreement No. VFC-26-560. According to our records, your Subaward Agreement has been completed, and the final invoices have been processed for payment (in the amount of \$18,000.00) and sent directly to the county treasurer.

This letter is a notification of finalization of this Subaward Agreement. If you have any questions, please contact me at (406) 542-4267.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rhea Blankenship".

Rhea Blankenship  
VFC/VFA Grant Program  
Fire Protection Bureau  
Forestry Division  
[rheablankenship@mt.gov](mailto:rheablankenship@mt.gov)

B.O.C.C. Regular

Meeting Date: 04/28/2026

Title: Response to Audit Findings - April 22, 2026

Submitted By: Amy Mills

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TOPIC:

April 1 - April 15 Payroll Audit

BACKGROUND:

na

RECOMMENDED ACTION:

na

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Attachments

Audit Findings

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**PAYROLL AUDIT**  
April 1 to April 15, 2026

Date: 4/21/2026

To: Board of County Commissioners

From: Tanya McWilliams, Deputy Auditor

Checked items indicate  
changes made by payroll.

From my office's review of the above referenced payroll, the findings are noted below:

Date	Employee Name	Department	Finding
4/21/26	Sullivan, Anna	CA	Missing 3hrs vac and 3hrs sick used on employee summary ✓
4/21/26	Thompson, Benjamin	CA	Missing 20.25 worked hrs @ \$44.95, update accruals ✓
4/21/26	Slaugh, Andrea	Treasurer	Add 4.50 hrs comp, update accruals ✓