

Yellowstone County Rural Special Improvement District RSID Ad-Hoc – Basic Guidelines

DEFINITIONS

- **Ad-Hoc Committee:** A group of property owners who meet to provide input and communicate to all property owners in the RSID. The committee are volunteers. The committee should meet at least once a year, but can meet as often as necessary. The County requests the committee provide it with the contact information for the Ad-Hoc chairperson, as well as the other advisory committee members.
- **Ad-Hoc Chairperson:** The chairperson of the committee should ensure the operation of the committee, such as provide notice to the residents of the district of the activities of the committee, notice of the meetings of the committee and preside over the meetings to ensure they are orderly and all residents in the district have the opportunity to address the committee. The Ad-Hoc Chairperson is elected from the Ad-Hoc Committee, unless otherwise directed by the County.

ROLES AND RESPONSIBILITIES

- **Voting:** All property owners should vote on important policy changes within the district and substantial expenditures by the district. ONE VOTE PER PROPERTY OWNER, regardless of number of parcels owned.
- **Minutes:** The committee should take minutes of the meetings. The committee should be transparent in its operation to allow the residents to know of its actions. Again, the County requests the committee provide it with the contact information for the chairperson of the committee, as well as the other advisory committee members.
- **Term of Service:** There are no term limits for members of the committee, unless otherwise directed by County.
- **Mailings:** The cost of mailings and printing will not be covered by the assessed RSID funds, as a general guideline. Special situations may require direction from Yellowstone County PRIOR to incurring any costs. Any mailings associated with major policy changes and / or major expenditures will be provided by (and initiated by) Yellowstone County.
- **Meetings:** The use of meetings should be only as necessary. The County suggests the district hold at least one annual meeting to elect the members of the Ad-Hoc committee and the Ad-Hoc Chairperson. Upon request, a representative of the County could attend the meeting.
- **Size of Ad-Hoc Committee:** The County recommends the following sizes of a committee:
 - District with less than 10 parcels, an Ad-Hoc size of 3 committee members;
 - District with between 10 and less than 50 parcels, an Ad-Hoc size of 5 committee members;
 - District with between 50 and less than 100 parcels, an Ad-Hoc size of 7 committee members;
 - District with over 100 parcels, an Ad-Hoc size of no more than 9 committee members.

When the County creates a rural special improvement district to construct a public improvement, the County must create another rural special improvement district to maintain the public improvement. The district created to maintain the improvement is referred to as a maintenance district.

The County also requires a developer when it dedicates a public improvement to the County through the subdivision process, such as a road or a dry hydrant, to create a maintenance district to maintain the improvement.

When a developer creates a maintenance district, the County asks that a group of property owners be formed in the district to advise the County on the maintenance desired by the property owners in the district. This group has been called an Ad-Hoc committee. **There is no statutory authority for a committee.** Some committees are very active and are in regular contact with the County. Regretfully, many committees no longer exist and have no contact with the County. **These committees were not meant to be the ultimate arbitrator (authority) of the operation of the districts. The County Commissioners, because of safety, have oversight of all public improvements and therefore are the ultimate arbitrator (authority) in all maintenance districts.**

These committees are supposed to advise the County on the operation of the districts. These committees are supposed to be informal gatherings of the property owners in the district to communicate to the County about the maintenance of the improvements.

PROCEDURE TO ELECT / MODIFY AD-HOC COMMITTEE **RURAL SPECIAL IMPROVEMENT DISTRICT (RSID)**

The Board of County Commissioners is authorized and empowered to order, create and oversee special improvement districts. The Montana Code allows this.

This form can be used to either

- add your name and contact information to an AD-HOC committee,
- or to create a new AD-HOC committee

in existing maintenance RSIDs.

A maintenance RSID is for the perpetual (ongoing) maintenance of public improvements built by either private contract or by a construction RSID and the use of AD-HOC committees are useful to keep all property owners informed.

Please call the Finance Department at (406) 256–2783 for further information, or contact them via email at aullom@yellowstonecountymt.gov.

1. Complete the attached form. If you have any questions or need clarification about the procedure, please contact the Finance Department at (406) 256–2783.
2. The form is to provide recommendations for property owners to serve on an AD-HOC Committee for an existing maintenance RSID (Section E, attached). *An AD-HOC Committee is made up of property owners within the district that make recommendations on matters related to the RSID expenditures to all the property owners within the district and to the Board of County Commissioners.*
3. Submit the completed forms to the Yellowstone County Finance Department. This can be done by mail, fax, or e-mail.
Mail: Yellowstone County Finance, 316 N. 26th St. – Rm 3401, Billings, MT 59101
Fax: (406) 254–7992
E-mail: aullom@yellowstonecountymt.gov

PETITION TO ESTABLISH A RURAL SPECIAL IMPROVEMENT DISTRICT (RSID)

RSID No. _____

**SECTION E
PROPOSED RURAL SPECIAL IMPROVEMENT DISTRICT
RECOMMENDATIONS FOR AD HOC COMMITTEE**

NAME	Telephone / Address / E-mail
1. _____ (Chairman) Printed Name	_____ TELEPHONE
_____	_____ ADDRESS
Signature	_____ E - MAIL
2. _____ Printed Name	_____ TELEPHONE
_____	_____ ADDRESS
Signature	_____ E - MAIL
3. _____ Printed Name	_____ TELEPHONE
_____	_____ ADDRESS
Signature	_____ E - MAIL
4. _____ Printed Name	_____ TELEPHONE
_____	_____ ADDRESS
Signature	_____ E - MAIL
5. _____ Printed Name	_____ TELEPHONE
_____	_____ ADDRESS
Signature	_____ E - MAIL