

BROADWATER COUNTY COMMISSIONERS

515 Broadway, Townsend

Meetings are held at the Flynn Building on 416 Broadway St.

Current and previously recorded meetings, official agenda, and minutes may be viewed on the website at <https://www.broadwatercountymt.com>. To post public comment on-line, community members must be signed into an account. Recorded videos will not need this step.

Per Montana Code Annotated (MCA) 2-3-202, agenda must include an item allowing public comment on any public matter that is not on the agenda of the meeting and that is within the jurisdiction of the agency conducting the meeting. Public comments and items not on the agenda will be taken either in writing in advance of the meeting or in person at the beginning of the meeting. Mail and items for discussion and/or signature may occur as time allows during the meeting. Issues and times are subject to change. Working meetings will be posted on the agenda and will not be recorded.

OFFICIAL agendas are posted in the Courthouse (1st floor bulletin board), on our website at www.broadwatercountymt.com, in the window of the Flynn Building at least 48 hours in advance of the meeting, and in the Helena Independent Record (IR).

Wednesday, April 26, 2023

- | | |
|-----------------|---|
| 10:00 AM | Discussion/Decision, Nichole Brown, Community Planning and Development Director, Helm/Stone Boundary Relocation COS |
| 10:05 AM | Discussion/Decision, Nichole Brown, Community Planning and Development Director, Helsen Boundary Relocation COS |
| 10:10 AM | Discussion/Decision, Nick Rauser, Broadwater County Sheriff, request change of position of Jail Commander |
| 10:15 AM | Discussion, Sydney Blair, Chief Executive Officer, Many Rivers Whole Health Community Services |
| 10:25 AM | Discussion/Decision, Darrel Folkvord, County Commissioner, Agreement to Furnish Engineering Services to Broadwater County for Improvements to the Townsend Airport; Task Order 2- Project Administration – AIP-016-2023; Task Order 3- Land Acquisition Assistance & Services-Phase II |
| 10:30 AM | Public Hearing, Lucifer Street Abandonment |
| 10:35 AM | Discussion/Decision, Angie Paulsen, Clerk and Recorder, Lucifer Street Abonnement |
| 10:40 AM | Discussion/Decision, approval of Board of Health By-Laws |

Thursday, April 27, 2023

- | | |
|-----------------|---------------------------|
| 10:00 AM | Compensation Board |
|-----------------|---------------------------|

Monday, May 1, 2023

- | | |
|-----------------|--|
| 10:00 AM | Discussion/Decision, Shannon Chamberlain, MACO Property and Liability Insurance |
|-----------------|--|

Items for Discussion / Action / Review / Signature – Consent Agenda

- ✓ Certificate of Survey review
- ✓ Management – on-going advisory board appointments
- ✓ Claims/Payroll/minutes
- ✓ County Audit / Budget
- ✓ Mail – ongoing grants
- ✓ Correspondence – support letters

Debi Randolph, Chairman (406) 266-9270 or (406) 980-2050

Email: drandolph@co.broadwater.mt.us

Darrel Folkvord, Vice Chairman (406) 266-9272 or (406) 980-1213

Email: dfolkvord@co.broadwater.mt.us

Lindsey Richtmyer (406) 266-9271 or (406) 521-0834

Email: lrichtmyer@co.broadwater.mt.us

Or commission@co.broadwater.mt.us

Future Meetings being held at the Flynn Building (416 Broadway)

(Please note: These meetings may be changed)

- *Fair Board Meeting on May 4, 2023 at 7:00 pm in the Flynn Building*
- *Tuesday, May 9, 2023 in the Flynn Building*
 - *Trust Board at 11:30 am*
 - *BC Mosquito Board at 3:30 pm*
 - *BC Planning Board at 6:00 pm*
- *LAC Meeting on May 10, 2023 at 2:00 pm in the Flynn Building*
- *BC Weed Board Meeting on May 10, 2023 at 7:00 pm in the Flynn Building*

REQUEST FOR EXEMPTION REVIEW

Note to Applicant: The purpose of this review is to enable Broadwater County officials to determine whether or not the proposed use of an exemption from local subdivision review would evade the Montana Subdivision and Platting Act.

Part One. Applicant Information

Landowner(s): Thomas W. Helm Alieda M. Stowe
Address: 52 Lombard Rd. Toston Mt. 59643
Telephone Number(s): 406-439-5643 406-980-1733

Landowner Representative: Schauber Survey
Address: 64 Jack Farm Road Phone: 406-266-4602

Part Two. Legal Description: Northeast 1/4 of Section 26, Township 5 North, Range 2 East, Broadwater County, Montana

Part Three. Basis for Exemption Request:

What exemption is being claimed, and what is the basis for your exemption claim?

Boundary Relocating: Lot D-1, D-2, D-3;
Book 2 of Plats, page 252

REASON: Protect Broadwater-Missouri Canal From Encroachment

Part Four. Supporting Information: Please provide all pertinent information, including an accurate certificate of survey or amended subdivision plat, as applicable and where required. A subdivision exemption review fee must be submitted with the exemption request.

AFFIDAVIT: I hereby certify that the purpose of this exemption request is NOT to evade the Montana Subdivision and Platting Act. Dated this 22 day of MARCH, 2023

Signature(s): Thomas W. Helm Alieda M. Stowe

Certificate of Governing Body:

We, the Board of County Commissioners, do hereby certify that the use of the exemption claimed on the accompanying Certificate of Survey has been duly reviewed, and has been found to conform to the requirements of the Subdivision and Platting Act, Section 76-3-101 et. seq. MCA, and the Broadwater County Subdivision Regulations.

Dated this _____ day of _____, A.D., 20_____

Commissioner

Commissioner

Commissioner

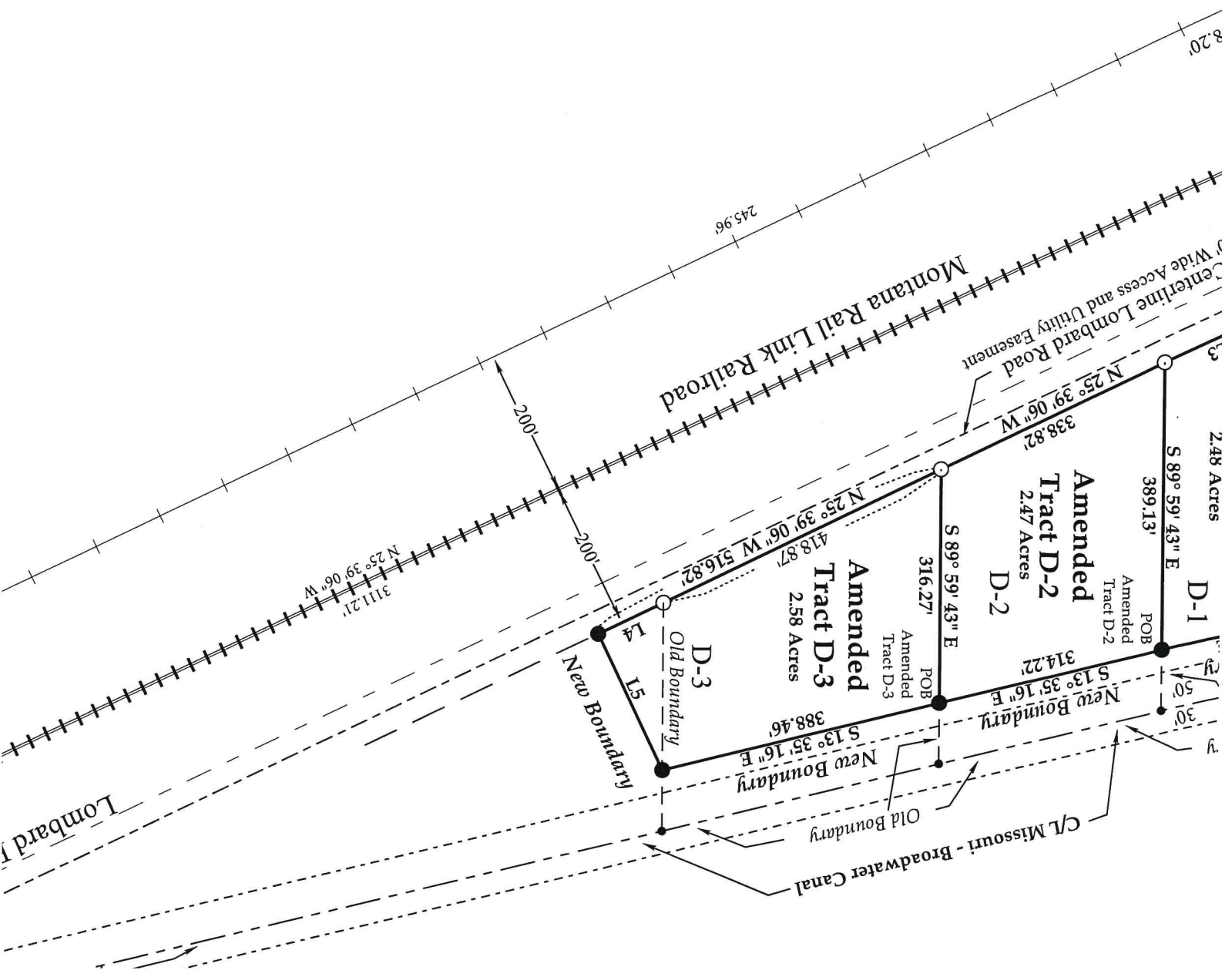
C&R Attest

Alaida Stone

1203

Plats, Page 252, situated in part of
County, Montana, and being more
; Thence along the North
east corner of herein described
E, for a distance of 308.45 feet;
Lombard Road; Thence along said
aid right-of-way N64°20'54"E, for
orth boundary of said Section 26;
parcel being 2.48 Acres more or
existing, or of record.

lats, Page 252, situated in part of the NE 1/4
ntana, and being more particularly described
th boundary of said section, N89°48'28"W,
for a distance of 308.45 feet to the Northeast
35'16"E, for a distance of 314.22 feet; Thence
16.27 feet to the Easterly right-of-way of
of 338.82 feet; Thence leaving said road



REQUEST FOR EXEMPTION REVIEW

Note to Applicant: The purpose of this review is to enable Broadwater County officials to determine whether or not the proposed use of an exemption from local subdivision review would evade the Montana Subdivision and Platting Act.

Part One. Applicant Information

Landowner(s): Steven and Monique Helsen
Address: 225 Clifden Dr Bozeman MT 59718
Telephone Number(s): 406 570 8200

Landowner Representative: Schauber Survey
Address: 64 Jack Farm Road Phone: 406-266-4602

Part Two. Legal Description: 1) Morawski MINDY, S01, T06 N, R01 E LOT 2-A ACRES 4.55
COS 2-53 2) CRIMSON bluffs sub S01, T06 N R01 E LOT 5, ACRES 2.06 COS 2-137

Part Three. Basis for Exemption Request:

What exemption is being claimed, and what is the basis for your exemption claim?

BOUNDARY RE-LOCATION. BECAUSE OF THE ACCESS ROAD CUTTING THROUGH LOT 5, WE WOULD LIKE TO RE-LOCATE THE BOUNDARY TO BE ON EITHER SIDE OF THE ROAD FOR EACH LOT, 5 AND LOT 2-A

Part Four. Supporting Information: Please provide all pertinent information, including an accurate certificate of survey or amended subdivision plat, as applicable and where required. A subdivision exemption review fee must be submitted with the exemption request.

AFFIDAVIT: I hereby certify that the purpose of this exemption request is NOT to evade the Montana Subdivision and Platting Act. Dated this 3 day of March, 2023

Signature(s): Steve Helsen
Monique Helsen

Certificate of Governing Body:

We, the Board of County Commissioners, do hereby certify that the use of the exemption claimed on the accompanying Certificate of Survey has been duly reviewed, and has been found to conform to the requirements of the Subdivision and Platting Act, Section 76-3-101 et. seq. MCA, and the Broadwater County Subdivision Regulations.

Dated this ___ day of ___, A.D., 20__

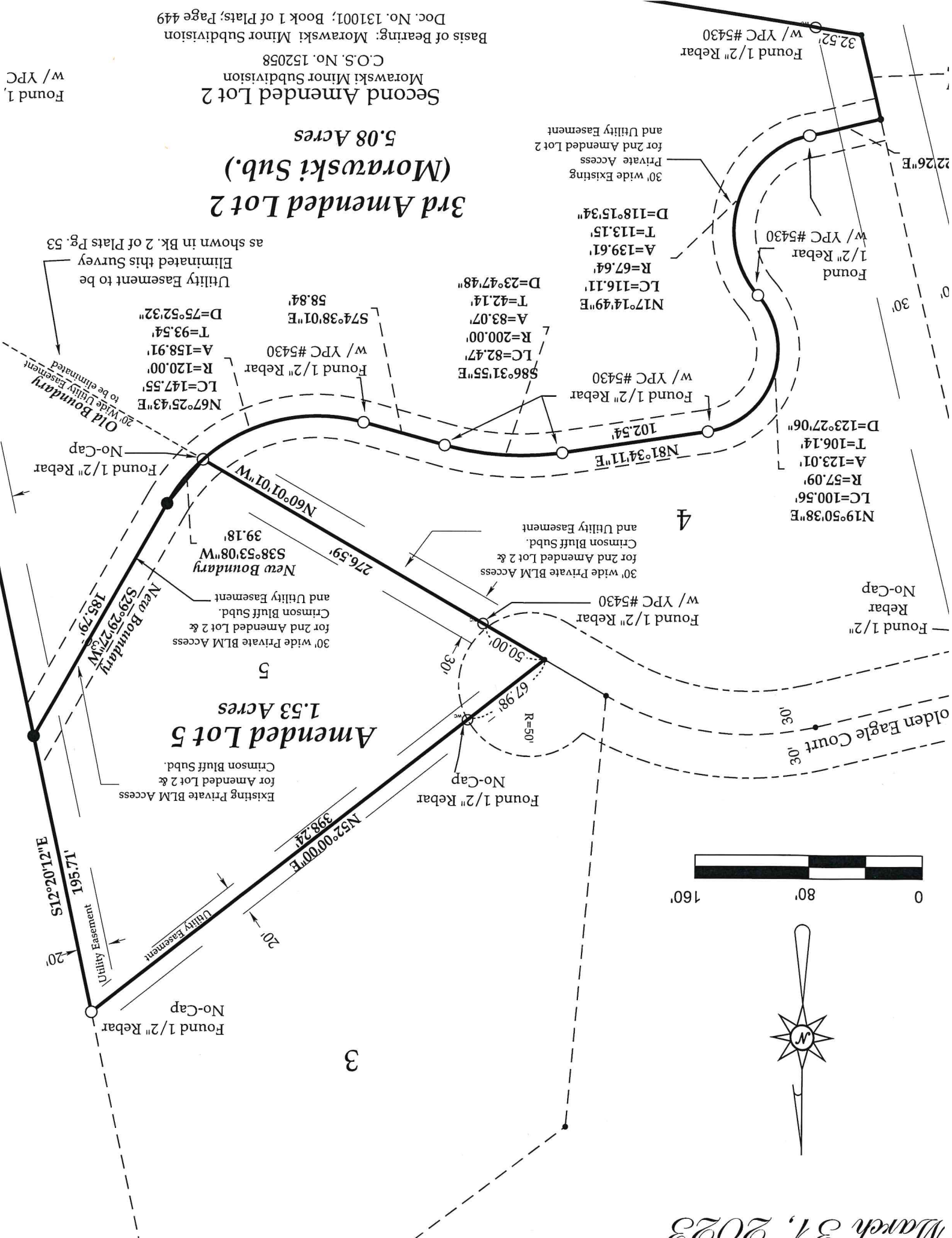
Commissioner

Commissioner

Commissioner

C&R Attest

March 31, 2023



3rd Amended Lot 2 (Morawski Sub.) 5.08 Acres

Second Amended Lot 2
Morawski Minor Subdivision
C.O.S. No. 152058
Basis of Bearing: Morawski Minor Subdivision
Doc. No. 131001, Book 1 of Plats, Page 449

Amended Lot 5 1.53 Acres

Existing Private BLM Access
for Amended Lot 2 &
Crimson Bluff Subd.

30' wide Private BLM Access
for 2nd Amended Lot 2 &
Crimson Bluff Subd.
and Utility Easement

30' wide Private BLM Access
for 2nd Amended Lot 2 &
Crimson Bluff Subd.
and Utility Easement

30' wide Existing
Private Access
for 2nd Amended Lot 2
and Utility Easement

Utility Easement to be
Eliminated this Survey
as shown in Bk. 2 of Plats Pg. 53

Found 1/
w/ YPC

Found 1/2" Rebar
w/ YPC #5430
32.52'

Found 1/2" Rebar
w/ YPC #5430
102.54'

N19°50'38"E
LC=100.56'
R=57.09'
A=123.01'
T=106.14'
D=123°27'06"

N81°34'11"E
102.54'

Found 1/2" Rebar
w/ YPC #5430

N17°14'49"E
LC=116.11'
R=67.64'
A=139.61'
T=113.15'
D=118°15'34"

Found 1/2" Rebar
w/ YPC #5430

22°26'E

30'

Found 1/2" Rebar
No-Cap

Olden Eagle Court

Found 1/2" Rebar
No-Cap

50.00'
R=50'

N52°00'00"E
398.24'

5

276.59'
N60°01'01"W

Found 1/2" Rebar
w/ YPC #5430

N67°25'43"E
LC=147.55'
R=120.00'
A=158.91'
T=93.54'
D=75°52'32"

Utility Easement

20'

Found 1/2" Rebar
No-Cap

S12°20'12"E
195.71'

Utility Easement

20'

185.79'
S29°29'27"W

Found 1/2" Rebar
No-Cap

N67°25'43"E
LC=147.55'
R=120.00'
A=158.91'
T=93.54'
D=75°52'32"

Old Boundary
20' Wide Utility Easement
to be eliminated

BROADWATER COUNTY Job Description

CLASS TITLE: Jail Commander - Detention Division

DEPARTMENT: Sheriff's Office

ACCOUNTABLE TO: Sheriff, Undersheriff, and Captain

PRIMARY OBJECTIVE OF POSITION: Under general supervision, manages and directs the daily operations of the County Detention Center. Work varies somewhat with the exercise of individual judgment within well established procedures.

ESSENTIAL JOB FUNCTIONS:

- Must be P.O.S.T. Certified as Detention Officer, and P.O.S.T Supervision and Intermediate P.O.S.T. Certification preferred.
- Physical requirements include bending, stooping, walking, dragging, tugging, wrestling, and lifting up to 75#'s (greater with assistance) and push/pull 80#'s;
- Duties are performed in surroundings where undesirable weather conditions may be limited, however such conditions may be encountered during transport of inmates where uncontrolled conditions of weather, hazards, and potential for exposure may include the presence of communicable disease, and blood borne pathogens;
- Must possess a valid Montana Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Manages and directs the daily operations of the Detention Division;
- Coordinates the prisoner transportation program;
- Organizes, develops, and implements detention division policies and ensures compliance with the established policies and procedures regarding the safety and welfare of prisoners and staff;
- Monitors detention procedures;
- Reviews and investigates prisoner complaints and problems;
- Reviews booking paperwork and incarceration logs;
- Directs, supervises, advises, motivates, counsels, trains, and evaluates the work and performance of assigned employees;
- Responds to job-related concerns or problems of the detention staff;
- Drafts and implements the Division budget;
- Assures that all jail procedures are followed by visitors, inmates, and in the daily shift activities that may include, visits by relatives or attorneys, the cleaning of cells and open areas, smoking policies are followed, preparation of meals, jail laundry, court and doctor appointments are kept, and that all doctor ordered medications are given and logged;
- Continually monitors the security and safety of inmates, staff, and the public;
- Position requires contact with the public, other agencies, and families of prisoners;
- Performs such other duties as assigned.

- Maintain relationships with other Detention Facilities, and help maintain the revenue/budget goals with inmate revenue.

CLASS TITLE: Jail Commander – Detention Division (continued)

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Supervises 7 plus personnel.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent; Associates Degree Desired; PLUS
- Ten (10) years of increasingly responsible Detention experience;
- Must be P.O.S.T. Certified as Detention Officer, P.O.S.T Supervision and Intermediate P.O.S.T. Certification preferred and maintain continuing education;
- CPR and basic first aid training desirable.
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Serves as a member of the senior management team of the Sheriff's Office;
- May coordinate ongoing criminal investigations with the Sheriff and investigators;
- Investigates alleged violations of personnel rules and policies;
- Analyzes situations quickly and clearly and adopts an effective course of action in hazardous circumstances;
- Monitors the staff and prisoners on a continuing basis and assures a safe, secure, and clean jail environment;
- Possess knowledge of federal and state detention regulations;
- Possess knowledge of modern jail and detention facilities, practice and methods;
- Knowledge of and the practical application of County policies and procedures related to prisoners, principles and practices of personnel management, automated records and information processing systems, and policy and procedure development, implementation and monitoring;
- Performs such other duties that may be assigned or required.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 4/5/2023

TASK ORDER NUMBER TWO
AGREEMENT TO FURNISH ENGINEERING SERVICES
to
BROADWATER COUNTY
for
IMPROVEMENTS TO THE TOWNSEND AIRPORT

PROJECT ADMINISTRATION – AIP-016-2023

This Task Order provides for professional engineering services to be performed by ROBERT PECCIA & ASSOCIATES, INC. (hereinafter the Engineer), for BROADWATER COUNTY AND CITY OF TOWNSEND (hereinafter the Owner), in accordance with Article 1 of the Agreement to Furnish Engineering Services to the BROADWATER COUNTY AND CITY OF TOWNSEND, for Improvements to the TOWNSEND CITY-COUNTY AIRPORT, dated July 18, 2022 (hereinafter the Agreement). This Task Order represents an authorization to proceed with the scope of services, schedule, and compensation described herein. This Task Order, when executed by both parties, shall become a supplement to and part of the basic Agreement.

ARTICLE 1. SCOPE OF SERVICES

The Engineer agrees to furnish the following professional engineering services in connection with the *LAND ACQUISITION ASSISTANCE & SERVICES* to the TOWNSEND AIRPORT.

A. PROJECT ADMINISTRATION

The Engineer shall be responsible for the following services during the project administration phase:

1. Project Startup / Coordination / Meetings

Discuss with the Owner and identify a project scope within the airport's budget constraints. Provide technical and funding advice along with rough cost estimates to aid in decision-making.

This Task Order has budgeted for the Project Manager/Group Manager to attend a total of two (2) meetings with the Owner. Each meeting requires travel, advance planning, preparation, handout production, and a written summary by the Engineer, in addition to the actual meeting time. Additionally, it is planned to produce and email up to four (4) monthly project summary updates for regular County Commission and/or Airport Board meetings. The Project Manager will be available via telephone conference to answer any questions that arise during the meeting. Separate meetings may be budgeted, specific to other phases, but those will be budgeted under separate Task Orders.

The Project Manager and Project Designer will conduct a "Pre-Design" meeting with the FAA. The FAA requires Pre-Design Meetings to clearly establish the project scope and determination of FAA-eligible project items / actions. The scope of work explicitly lists the required administrative tasks, reports, forms, documentation, standards, and procedures expected for successful project completion. For this project two (2) meetings are scheduled with the FAA. Each meeting requires advance meeting preparation and follow up.

2. Prepare Contracts / Task Orders

The engineering contract outlining the general scope, basis of compensation, payment for services, obligations of the Engineer and Owner, as well as general and legal provisions governing contractual relations between Engineer and Owner will be prepared by the Engineer and reviewed and executed by the Owner.

The Engineer shall prepare Task Orders with specific work items of defined scope, documenting work to be completed, times for completion, and engineering budget for this project.

An Independent Fee Estimate (IFE) is not included in this Task order. If required / completed by the Owner, coordination will be budgeted under a separate Task order.

As required by the FAA, the Engineer will complete a Record of Negotiations, documenting that the appropriate federal policies regarding contracted engineering services have been followed.

3. Prepare FAA Grant Application with Cost Estimates

After the preliminary project scoping has been completed, the Engineer will prepare an Application for Federal Assistance under the Airport Improvements Program for approval by the Owner and submission to the FAA.

The Engineer will summarize the Owner's intention of project scope, financial needs, and local resources on the FAA's standard grant application form. The Engineer will complete Owner contact information, estimated cost break-outs, ACIP code break-outs, narrative intentions and justification, and supporting documents on the FAA grant application form, as well as answering questions regarding the Owner's certifications, obligations, and assurances that are included in the grant package. The Engineer will produce multiple copies of the application package and route it through the Owner to the FAA. This application will include estimated / preliminary costs for engineering services for the items listed above under scope of services, plus estimated administrative and construction costs.

4. Complete and Process Sponsor Certifications

The Engineer shall prepare FAA-required Sponsor Certifications for submission with the Grant Application. This phase will include preparation of Sponsor Certification for: Certification and Disclosure Regarding Potential Conflicts of Interest, Drug-Free Workplace, Selection of Consultants, Real Property Acquisition, and Lobbying Certification for the Owner's approval and submission to the FAA.

5. Produce Pay Applications

The Engineer will prepare approximately two (2) pay applications for the Owner's review / concurrence. The pay requests will be entered through the DOT's Delphi e-Invoicing System. These pay requests will include requests for reimbursement for the direct land acquisition costs, including closing costs.

Gaining and maintaining access to the Delphi e-Invoicing System user access is included in this task. The web-based program requires e-Authentication, which requires each user to provide a notarized user request form, coordination through the FAA HLN-ADO to be included on the sponsor list of user access, and generation of a username and password for the system. The system must be accessed by the Engineer bi-monthly at a minimum to keep passwords updated and access valid.

6. Disadvantaged Business Enterprise Program

Not required as part of this grant, as land acquisition costs are exempt from DBE requirements, and engineering costs will be below the \$250,000 threshold requiring a DBE program / goal.

7. FAA Form 425 Federal Financial Report and FAA Form 271 Outlay Report and Requests for Reimbursement (RFR).

In accordance with 49 CFR 18.41 sponsors are required to submit required financial reports to summarize grant expenditures and the status of project funds. These financial reports now must be submitted outside of the Delphi e-Invoicing System. The Delphi e-Invoicing is limited to grant payments and does not currently provide the full capabilities to manage financial reporting requirements.

The Engineer will prepare annual (at federal fiscal year end) and final FAA Form 425 *Federal Financial Report*, which summarizes and monitors outlays and program income on a cash or accrual basis, and FAA Form 271 *Outlay Report and Request for Reimbursement for Construction Program*; both in accordance with Title 49 CFR Part 18.41 and 18.50. The final submission will include a *draft* submission as part of the Final Engineering Report, followed by the completed / executed version following final FAA project closeout and payment (with associated final dates of payment).

8. Quarterly Performance Report

At a minimum, per 49 CFR Part 18.40, reporting on physical project progress/accomplishments on percentage of completed work is required quarterly. Two (2) quarterly reports are anticipated to be required as part of this project.

9. Final Land Report

After the project has been accepted by the Owner, a final engineering report will be prepared. This report will contain the pertinent engineering information on the project including final costs. The report will be prepared according to the FAA's Northwest Mountain Airports Regional Engineering Guidance 620-05.

Aside from the Final Report summary, there are many forms, certificates and drawings that have to be submitted and distributed. The Engineer will prepare these for the Owners approval and then submit them to the FAA for their approval.

10. Disadvantaged Business Enterprise Reporting (FAA Civil Rights-Connect)

The Engineer will report annual and final DBE payment reporting through the new FAA Civil Rights DBE-connect on-line system, as required for by Federal Regulations 49 CFR Part 26. The annual reports are due by December 1st for the prior fiscal year. Annual reporting through the DBE-connect system requires the Engineer to obtain access as an authorized user for the Owner, and to annually update usernames and passwords, as well as maintaining access to enter data on behalf of the Sponsor. Following project completion the final DBE reporting will be submitted.

ARTICLE 2. SCHEDULE

It is anticipated that those services listed above under Task Order Number Two are to be completed during the time period from April 2023 to December 2023.

ARTICLE 3. COMPENSATION

A. BUDGET


The budget for services described under Article 1, Scope of Services, Part A, Project Administration, shall be the lump sum amount of **Twenty-Five Thousand, Four Hundred Eighty Dollars and Zero Cents (\$25,480.00)** as shown on the attached "Schedule of Estimated Costs".

DATED this _____ day of **April 2023**.

BROADWATER COUNTY

ROBERT PECCIA & ASSOCIATES, INC.

By: _____
Debra Randolph, Chairwoman

By:  _____
Craig Jenneskens, P. E., President

CITY OF TOWNSEND

By: _____
Mike Evans, Mayor

F:\AIRPORTS\20008.0 TOWNSEND\LAND\CONTRACTS\TASK 2 - PROJ.ADMIN.DOCX

ROBERT PECCIA & ASSOCIATES, INC.
ENGINEERING SERVICES CONTRACT
SCHEDULE OF ESTIMATED COSTS



TOWSEND AIRPORT IMPROVEMENT PROJECT
A.I.P. 3-30-0078-016-2023
TASK ORDER #2 - PROJECT ADMINISTRATION - 016-2023

RPA Project #: 21015.0

DIRECT LABOR

WORK ITEM / SUBTASK	Trips to Townsend	GROUP	PROJECT	PROJECT	SURVEYOR I	CADD	ACCOUNTING	TOTAL	
		MANAGER	MANAGER	DESIGNER		DESIGNER		PERSON HOURS	
		\$69.86	\$51.83	\$37.88	\$53.75	\$45.10	\$53.51		
A. Project Administration									
Project Startup / Coordination			4	4			2	10	
FAA Predesign Meeting / Preparation / Minutes (2)			2	6	2			10	
Sponsor / Airport Board Meetings & Preparation (2)			8	8				16	
Travel Time	2		2.6	2.6				5	
Produce & Email Meeting Updates (4)			4	2				6	
Prepare Contracts / Task Orders (#2 & #3)			4	6			2	12	
Independent Fee Review Coordination									
Record of Negotiations			1	2				3	
Prepare FAA Grant Application			1	4	4			9	
ALP "Pen & Ink" Revision - Depicting Future Acquisitions Not Previously Shown			1	4		12		17	
Complete and Process Sponsor Certifications (5)				2	2			4	
Produce Pay Applications (2)			2	2			2	6	
Delphi Bi-Monthly Maintenance			2					2	
Disadvantaged Business Enterprise Program & Multi-Year Goal									
Face-to-Face Required Meeting / Public Comments									
Annual / Final FAA Form 425 <i>Federal Financial Report</i>			1	2				3	
Annual / Final FAA Form 271 <i>Outlay Report and RFR</i>			1	2				3	
Quarterly Performance Report (2)				2				2	
Final Land Report			8	16				24	
ALP "Pen & Ink" Revision - Depicting Actual Acquisitions w/ Metes & Bounds & Any Encumbrances			1	2		8		11	
DBE Annual Reporting (FAA Civil Rights) (1)			1	1				2	
Total Person-Hours:			43.6	67.6	8	0	20	6	145.2
Total Labor Cost per Employee:			\$3,045.90	\$3,503.71	\$303.04	\$0.00	\$902.00	\$321.06	\$8,075.71
									2

DIRECT EXPENSES

Subcontracted Services - (None)		\$0.00
Supplies		\$0.00
Mileage	2	\$91.70
Business Meals		\$0.00
Business Meals		\$0.00
Telephone and Fax		\$0.00
Survey Equipment (GPS Trimble 5700/R8)	0	\$0.00
Per Diem (Dinner)	2	\$52.00
Printing (Final Report, Misc.)		\$0.00
COS Filing Fee		\$0.00
Miscellaneous		\$0.67
Total:		\$594.37

SUMMARY OF ENGINEERING SERVICES

Direct Labor	\$8,075.71
Overhead (1.67 x Direct Labor)	\$13,486.44
Subtotal Labor Cost:	\$21,562.15
Direct Expenses	\$594.37
Subtotal Project Costs:	\$22,156.52
Fixed Fee	\$3,323.48
Total Engineering Fee (Rounded):	\$25,480.00

TASK ORDER NUMBER THREE
AGREEMENT TO FURNISH ENGINEERING SERVICES
to
BROADWATER COUNTY
for
IMPROVEMENTS TO THE TOWNSEND AIRPORT

LAND ACQUISITION ASSISTANCE & SERVICES – PHASE II

This Task Order provides for professional engineering services to be performed by ROBERT PECCIA & ASSOCIATES, INC. (hereinafter the Engineer), for BROADWATER COUNTY AND CITY OF TOWNSEND (hereinafter the Owner), in accordance with Article 1 of the Agreement to Furnish Engineering Services to the BROADWATER COUNTY AND CITY OF TOWNSEND, for Improvements to the TOWNSEND CITY-COUNTY AIRPORT, dated July 18, 2022 (hereinafter the Agreement). This Task Order represents an authorization to proceed with the scope of services, schedule, and compensation described herein. This Task Order, when executed by both parties, shall become a supplement to and part of the basic Agreement.

ARTICLE 1. SCOPE OF SERVICES

The Engineer agrees to furnish the following professional engineering services in connection with the *LAND ACQUISITION ASSISTANCE & SERVICES* to the TOWNSEND AIRPORT.

Work contemplated under this Task Order includes land acquisition services for:

1. Section 28, Township 07 North, Range 02 East, C.O.S. 2-135, Tract 2, In NW4SE4 – ENTIRE
2. Section 28, Township 07 North, Range 02 East, C.O.S. 2-135, Tract 3, In SW4SE4 – ENTIRE

A. LAND ACQUISITION SERVICES

1. Assist Sponsor with Project Development

Not included as part of this contract. This work was included as part of Task Order #1.

2. Land Acquisition Exhibits

Not included as part of this contract. This work was included as part of Task Order #1.

3. Prepare Land Information for Use by Appraiser and Review Appraiser

Not included as part of this contract. This work was included as part of Task Order #1.

4. Selecting Appraisers & Review Appraisers

Not included as part of this contract. This work was included as part of Task Order #1.

5. Environmental Due Diligence

Environmental work is anticipated to consist of submission of a *Categorical Exclusion*. Proposed environmental impacts associated with the land acquisitions will be documented and submitted on the FAA ARP SOP No. 5.1 Form (effective date of June 2, 2017). The form will cite subcontracted field investigations and/or research and be used with additional FAA guidance in FAA Order 1050.1F and 5050.4B. Construction on the proposed tracts is not reasonably foreseeable at this time; therefore, no other

environmental work is anticipated to be required at this time. If any additional environmental work is required to be completed it will be budgeted for under a separate Task Order(s).

The environmental due diligence will include a Class III Cultural Resource Survey and Phase I Environmental Site Assessment. These shall be completed prior to closing to ensure there are no existing conditions on the properties that may impact the Airport's Sponsor Grant Assurances. These studies will be conducted by qualified subconsultants and final reports submitted to the FAA for coordination.

6. Landowner / Property Owner Coordination & Meetings

The engineer will answer questions from the property owners and Broadwater County in regard to FAA real property acquisition process, future airport development needs, airspace needs, etc. The engineer will also assist Broadwater County with negotiations. This is anticipated to include several additional emails and teleconference meetings that were not included within Phase I – Task Order #1.

7. Assist Owner in Selecting / Provide Assistance to Negotiator

Not included as part of this contract.

If reasonable attempts by the Owner to negotiate an agreement or negotiated Administrative Settlement (justification for payment above determined fair market value) are unsuccessful, the acquisition may be referred to the Sponsor for consideration of condemnation or assistance by a negotiator.

8. Relocation Assistance

Not included as part of this contract. As of the date of this Task Order, no relocation services are anticipated for any of the parcels to be acquired. Should relocation services become necessary they will be budgeted for under a separate future Task Order(s).

9. General Assistance During Land Acquisition Process

The Engineer will provide staff assistance to Broadwater County, the City of Townsend, the Airport Board, and County Attorney during the land acquisition process in accordance with *Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs* (49 CFR Part 24) and AC 150/5100-17 *Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects* including telephonic coordination and required documentation.

10. Certificate of Title

To assist Broadwater County, the City of Townsend, and the Airport Board, the Engineer will prepare the *Certificate of Title* and provide supporting documentation and checklists for the Owner's consideration. Preparation of the *Certificate of Title* will require evaluation of any and all encumbrances, and extinguishing any encumbrances that may affect any proposed development(s). A *Certificate of Title* will be prepared for each parcel acquired, required by the FAA as part of eligibility for reimbursement.

11. Legal Land Surveying and Filing

Not included as part of this contract. As the intent is to purchase the entire tracts / parcels, no legal land surveying is required nor included in this contract.

ARTICLE 2. SCHEDULE

It is anticipated that those services listed above under Task Order Number One are to be completed during the time period from April 2023 through November 2023.

ARTICLE 3. COMPENSATION

A. BUDGET


The budget for services described under Article 1, Scope of Services, Part A, Land Acquisition Services, shall be the lump sum amount of **Twenty Thousand, Nine Hundred Ten Dollars and Zero Cents (\$20,910.00)** as shown on the attached "Schedule of Estimated Costs".

DATED this _____ day of **April 2023**.

BROADWATER COUNTY

ROBERT PECCIA & ASSOCIATES, INC.

By: _____
Debra Randolph, Chairwoman

By:  _____
Craig Jennekens, P. E., President

CITY OF TOWNSEND

By: _____
Mike Evans, Mayor

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