

9:00AM CONVENE

**PRESENT: Steve Baldwin, Chairman; Deb Ranum, William L. Randash, Members; Lani DeBuhr, Clerk
FALLON COUNTY COURTHOUSE**

9:00AM COMMISSION WORK SESSION

BURN BAN PERMIT- The Commission reviewed the Fallon County Open Burning Permit form submitted to them by Tom Muckle, Rural Fire Chief. The Commission said they will ask Tom to provide the burn permit information to the public via the newspaper and radio so the public has a chance to respond to this change before it is implemented.

EMC INSURANCE RECOMMENDATION- The Commission reviewed the EMC Insurance recommendations again and decided to do the following: The Commission will contact Ostlund Fire Protection to discuss EMC's recommendation the sprinklers in the Fairgrounds Grandstands should be kept on year round; the Commission chose not to require an annual DMV background check for all employees as they feel it would be an unnecessary expense and an intrusion on County employees and business.

GENERAL JOURNAL ENTRY APPROVAL- The Commission reviewed and Commissioner Baldwin, as Chairman, signed the following Journal Entries: Journal Entry #620 to move Human Resource expenses from the Clerk and Recorder budget to the Human Resource budget; Journal Entry #621 to move Election expenses from the Clerk and Recorder budget to the Election budget; Journal Entry #624 to move a Fairgrounds expense from a purchased service account to a capital account; Budget Journal Entry #7 to move funds from one expense account to another in the Commission budget.

NEW HIRE APPROVALS- The Commission reviewed and signed the following New Hire Approval Forms for the following Seasonal Weed Crew Hands: Brittany Rishling, Alyssa Mitchell, Hunter Hastig, Daniel Rost, Kadon Gentilini, and Shelbie Webb; Jay Hoversland for the Seasonal Lead Crew Hand at the Golf Course; for the following Seasonal Grounds Crew Hand for the Golf Course: Deryk Van Zee, Matthew Packer and Dallas Arnell; Darby Bettenhausen for the Seasonal Museum Aid.

WBI LEASE MEETING REPORT – The Commission attended the WBI Lease meeting with landowners and WBI representatives last week. The Commission chose to not sign the WBI Lease for County property at this point in time.

MUSEUM STAFFING- Julie Straub, Human Resource Manager, notified the Commission the Museum Curator will be needing to take extended leave and asked them what they wanted to do in regards to the operation of the Museum in her absence. The Commission decided to close the Museum 1-2 days during the work week while she is absent. The Museum will remain open during the weekends.

CLAIM APPROVAL- The Commission reviewed the payment of \$15,147 to Montana Dakota Utilities to install three phase at the Fairgrounds that they gave verbal approval to pay last week.

ROAD ABANDONMENT REQUEST- Bev Burghduff submitted a petition to vacate partial county streets and alleys in Ollie, MT. After reviewing the petition the Commission adopted and signed Resolution 2016-11 calling for a public hearing to receive public input on whether or not the Board of Commissioners should abandon petitioned roads in the town of Ollie.

**RESOLUTION NO. 2016-11
A RESOLUTION CALLING FOR A PUBLIC HEARING TO
RECEIVE PUBLIC INPUT ON WHETHER OR NOT THE
BOARD OF COMMISSIONERS SHOULD ABANDON
PETITIONED ROADS IN THE TOWN OF OLLIE, AS DESCRIBED HEREIN**

WHEREAS the statutes of the State of Montana vest in the Board of Commissioners with authority and responsibilities regarding roads and bridges, such statutes are generally found in Title 7, Chapter 14, Montana Code Annotated: and

WHEREAS, the Board is aware that roads exist in Section 32, Township 10N, and Range 61E of Fallon County known as:

THE PORTION OF ROGERS AVE BETWEEN MAIN STREET AND SECOND AVENUE IN THE TOWN OF OLLIE

THE PORTION OF FIRST STREET BETWEEN ROGERS AVE AND NORTH AVENUE IN THE TOWN OF OLLIE

THE PORTION OF SECOND STREET BETWEEN ROGERS AVE AND NORTH AVENUE IN THE TOWN OF OLLIE

THE ALLEY IN BLOCK 7 IN THE TOWN OF OLLIE

NOW THEREFORE BE IT RESOLVED that a public hearing shall be held the **31st** day of **May, 2016**; at **3:00 PM** in the Commissioners' Office of the Fallon County Courthouse located at Baker, Montana; and

BE IT FURTHER RESOLVED that at such hearing, members of the public will be encouraged to offer comment on whether or not the foregoing described road should be abandoned as a county road; and any person not able to attend the hearing may submit written comments prior to the hearing, by sending or delivering such comments to the Board of County Commissioners, Fallon County Courthouse, Baker, MT 59313; and

BE IT FURTHER RESOLVED that notice of public hearing shall be published in accordance with Section 7-1-2121, Montana Code Annotated.

PASSED AND APPROVED this 16th day of May, 2016.

BOARD OF COUNTY COMMISSIONERS
FALLON COUNTY, MONTANA


Steve Baldwin, Chairman


Deb Ranum, Member


William L. Randash, Member




Brenda J. Wood,
WITNESS: Clerk and Recorder

AREA I AGENCY ON AGING CONTRACT MODIFICATION- The Commission reviewed and Commissioner Baldwin, as Chairman, signed the Modification #01 to Purchase of Service Contract #2016-001-05. The Modification increases the Federal/State share of program by \$3,200 and the local matching share by \$623.

BOARD AGENDAS/MINUTES- The Commission reviewed Board Agendas and Minutes.

REVENUES- The Commission reviewed revenues received during the week.

DEPARTMENT REPORTS/NOTICES- The Commission reviewed Department Reports, Newsletters and Notices.

EMAILS- The Commission reviewed emails sent to them from State agencies and other entities that required no discussion, action or decision.

10:00AM ROAD DEPARTMENT UPDATES

Present: Alba Higgins, Shop Foreman; Bobby Wiedmer, Road Supervisor; Shannon Hewson, Brosz Engineering

SHOP UPDATES- Alba gave updates on the equipment and vehicles being serviced or repaired this week.

10:10am- Alba Higgins left the meeting.

ROAD UPDATES- Bobby Wiedmer gave updates on the activities of the Road Crew this week. Bobby and the Commission discussed the roads that need graveled the most and the plans Bobby has to accomplish this. The Commission and Bobby discussed ways to stabilize the shoulders of roads that have soft shoulders.

Bus Route- The Commission notified Bobby the Transportation Committee gave permission for the bus route to go to Don Selle's place. The Commission said they are concerned about another seasonal road being used for the bus route since they aren't maintained and Bobby agreed.

Yellowstone Road- The Commission and Bobby discussed the email they received from a landowner in Ismay regarding the work the Road Crew is doing on the Yellowstone Road. The landowner said the road is very

difficult to drive on now that the Road Crew started working on it before a major storm. Bobby told the Commission he has since dealt with the issues and the work on the road is almost done.

Rieger Fencing & Seeding Quote- Bobby and the Commission reviewed Rieger Fencing's Seeding and Fencing quote from 2014. Bobby said the rates were set with the furthest location factored in but now he would like the County to start paying Rieger's regular rates that calculate the mileage for the exact location of work. Bobby said he thinks this will save money and the Commission agreed. The Commission asked Bobby to get quotes from other seeding and fencing companies as well.

PROJECT UPDATES-

Calumet Rd Bridge- Shannon Hewson notified the Commission the bridge has been torn out and they plan on setting the culvert on Wednesday.

Bonnievale Rd Box Culvert- The Commission discussed the easements for this project and Shannon said he will bring the easements to the Commission next week to review. The Commission asked Bobby if this box culvert was a priority and he said all the bridges/box culverts are the same in priority level except the Cooper Bridge.

Cooper Bridge- Bobby said the wing walls on this bridge are caving off and due to safety concerns this bridge should be the next to replace. Shannon said all the permitting for this bridge has been done and the cost should be approximately the same as the Calumet Box Culvert. The Commission said they will review the Bridge budget and see if this bridge can be included to repair.

Road Improvements- Shannon asked Bobby if the County has a Road Improvement Plan and Bobby said no. Shannon said it would be a good idea to have one as it would allow the County to have the timeline of road improvements documented. Shannon said this would also help when the public comes in and asks about the plans the Commission has for the roads and the Commission agreed.

Dryfork/Westmore Bridges- Shannon said Shep's Welding will begin working on the bridges mid-July with the Dryfork Bridge being the first to be replaced.

10:50am- Bobby Wiedmer left the meeting.

Lee Moore Scrap Metal- Shannon gave the Commission a report on the Lee Moore scrap metal property findings. Shannon said it appears 100 feet of track will have to be pulled out on the east end of property and some of the fill dirt will need to be removed since they are in the floodway. Shannon said some of the metal will also need to be removed and he will be working with the Moore's on the best way to accomplish this.

11:00am- Shannon Hewson left the meeting.

11:00AM FAIR BOARD APPOINTMENT

There were no letters of interest submitted to serve on the Fair Board.

11:15AM PUBLIC COMMENT

Scott Rabbitt, Parks Director, joined the meeting to discuss the completion of the Splash Park. Scott said KO Construction is almost finished but there are a couple of things the Building Inspector is having them address. Scott said they also need to complete the mechanical room but cannot do this until Rain Drop installs the water features next week. Scott said even though there are a few things left to do, the project has been "substantially completed" and according to the contract, if the project is "substantially completed" by the deadline no penalties will be assessed.

11:30am- Scott Rabbitt left the meeting.

11:30AM SPLASH PARK FINAL WALK-IN THROUGH

The Splash Park walk-through was canceled by Stahly Engineering and will be rescheduled for next week.

12:00PM NOON RECESS

Commissioner Ranum made the motion to take a noon recess. Commissioner Randash seconded the motion. 3 Ayes. 0 Nays. The motion carried.

1:15PM RECONVENE

**PRESENT: Steve Baldwin, Chairman; Deb Ranum, William L. Randash, Members; Lani DeBuhr, Clerk
FALLON COUNTY COURTHOUSE**

1:15PM SALARY COMMISSION MEETING

Present: Salary Commission Members: Brenda Wood, Clerk and Recorder; Jerrie Newell, Clerk of Court; Trent Harbaugh, Sheriff; Darcy Wassmann, County Attorney; Peggy Hagadone, Member of the Public and Guests: Barb Ketterling, Treasurer; Debbie Wyrick, Deputy Clerk and Recorder; Julie Straub, Human Resource Manager

The Salary Commission, which includes the Commission, met to discuss and set salaries for the Elected Officials and their Deputies for FY 2016-17. The summary points of discussion were:

- The Montana Department of Revenue's Cost of Living Adjustment (COLA) is set at a ½ percent which if given to Fallon County Elected Officials would equal a 15¢ per hour increase and less for the Deputies and County employees. The majority of members said a ½ percent increase wouldn't amount to much, especially for Deputies and County employees who would only receive a percentage of that.
- Future revenues were discussed as the Commission said they are concerned about giving COLA increases when revenues have decreased. Brenda Wood said the projections they made for future revenues are right on track and there are sufficient funds to give some sort of increase.
- The majority of members were in support of giving a COLA increase for various reasons such as: would help employees who have a spouse or family member who lost their job in the downturn of the economy; property taxes have increased and the City of Baker has increased their water rates which has affected many employees; employees who have their family members on the County's insurance plan will have a significant increase in premiums this year; putting more money in the pockets of the employees will put more money in the local area; an increase would help retain the County's work force and it's a way to show the employee's they are valued.
- The Commission gave reasons a raise may not be wise such as: many families have lost their jobs and it may be viewed negatively if the County gives raises during the downturn in the economy; the employees are paid a good wage with good benefits already; giving a raise when the economy is unpredictable may not be a good idea.
- A wage freeze was suggested by Commissioner Baldwin and Debbie Wyrick said if the County has a wage freeze the Statutory Longevity for the Sheriff and Deputies would be frozen and they wouldn't get credit for that year. The majority of members said they would like to see some sort of raise given in order for the Sheriff and Deputies to be given credit for the year.

After discussing different amounts for a raise increase Jerrie Newell made the motion to give a \$1/hour COLA increase for the FY 2016-17. Trent Harbaugh seconded the motion. Commissioner Baldwin asked if there was any further discussion. Darcy Wassmann said she wouldn't support such a significant increase when all the Departments are being told they have to cut their budgets but thinks some sort of increase should be given. Commissioner Ranum asked everyone present what they would be willing to sacrifice if this type of raise was given and Brenda Wood, Barb Ketterling, Jerrie Newell and Trent Harbaugh said they would be willing to make cuts with supplies and equipment in order to give their employees some sort of raise. Darcy said she feels she would be making a decision "in the dark" without knowing what the budget is and what the available funds are. The majority of members agreed and asked to be given more budget/revenue information before making a final decision. Brenda said she will provide the information to those present and will schedule a time next week to discuss it again. Commissioner Baldwin tabled the motion until next week when the Salary Commission meets again.

2:00pm- Jerrie Newell, Brenda Wood, Barb Ketterling, Darcy Wassman, Debbie Wyrick, Julie Straub, Trent Harbaugh and Peggy Hagadone left the meeting.

2:00PM MAY CLAIMS APPROVAL

The Commission reviewed and approved the May Mid-Month Claims in the amount of \$567,967.32 and they are filed in the Clerk and Recorder's Office.

4:00PM CYBER SECURITY GRANT

Present: Chuck Lee, 911/DES Resolution

Chuck Lee and the Commission met to discuss the Homeland Security Grant panel's conduct when choosing what counties would receive the grant money available. Chuck played a video of the portion of the meeting in which the panel was reviewing Fallon County's grant application. Chuck pointed out members of the panel making comments about Fallon County having "oil money" and saying if Fallon County doesn't get money they will still be able to pay for it. Chuck said he believes the panel was being discriminatory and not scoring the County's grant application on merit as they should have. Chuck said this would explain why they were awarded so little in comparison to what was requested. Commissioner Baldwin said he talked to Commissioner McGinnley who was on the Homeland Security Grant panel about this and he said they were really just trying to determine what Fallon County was asking for regarding cyber security. Chuck said he disagreed with that as his application was very specific on what the money would be used for.

4:30pm- Chuck Lee left the meeting.

4:30PM SHORT TERM INVESTMENT POOL (STIP) RESOLUTIONS

Present: Barb Ketterling, Treasurer

Barb Ketterling gave the Commission Resolution 2016-12 authorizing Fallon County to participate in the Short Term Investment Pool (STIP) with the Montana Board of Investments to review and sign.

Commissioner Randash made the motion adopt Resolution 2016-12 as presented by Barb Ketterling. Commissioner Ranum seconded the motion. Commissioner Baldwin asked if there was any other discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.

RESOLUTION NO. 2016-12

RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA SHORT TERM INVESTMENT POOL (STIP) AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

BE IT RESOLVED BY THE Fallon County Commission (the Governing Body) of Fallon County (the Participant) AS FOLLOWS:

ARTICLE I

DEFINITIONS

Section 1.01 The following terms will have the meanings indicated below for all purposes of this Resolution unless the context clearly requires otherwise:

Section 1.02 Account shall mean a specific Participant Bank account assigned by the Bank to be used in conducting transactions through the STIP Program.

Section 1.03 Agreement shall mean the agreements of the Participant as contained within this Resolution.

Section 1.04 Authorized Representative shall mean the officer or official of the Participant designated and duly authorized by the Governing Body as set forth below to enable the Participant's participation in the STIP Program.

Section 1.05 Authorized Delegate shall mean any lawful officer, official or employee of the Participant who has been delegated authority by the Authorized Representative as provided in this Resolution to initiate transactions using the Board's STIP Program.

Section 1.06 Bank shall mean a financial institution designated and authorized as provided in this Resolution to send and receive money on behalf of the Participant for purposes of participation in the STIP Program.

Section 1.07 Board shall mean the Board of Investments of the State of Montana, a public body corporate organized and existing under the laws of the State and its successors and assigns.

Section 1.08 Exhibit A (STIP Participation Information Sheet) shall mean the document attached to and incorporated into this Resolution as provided in Article IV, Section 4.01. that provides information necessary for the Participant to participate in STIP.

Section 1.09 Exhibit B (Electronic Funds Transfer Authorization Form) shall mean the document attached to and incorporated into this Resolution as provided in Article IV, Section 4.01 that provides instructions for the Board and its agents to administer and manage the Participant's participation, transactions and shares in the STIP Program.

Section 1.10 Governing Body shall mean the governing body of the above-named political subdivision (Participant) authorized by Montana state law to participate in the STIP Program as further specified in this Resolution.

Section 1.11 Participant shall mean the political subdivision requesting participation in the Board's Short Term Investment Pool.

Section 1.12 Short Term Investment Pool, STIP, or Program shall mean the Board's Short Term Investment Pool Program as authorized by law and as more fully defined and described in the Board's policies and procedures, as may be amended from time to time.

ARTICLE II

SHORT TERM INVESTMENT POOL PARTICIPATION AGREEMENT

Section 2.01 Participation Agreement. By approving and adopting this Resolution and Exhibits A and B, the Governing Body requests and agrees to participation of Participant in the STIP Program, and agrees that Participant will comply with and be bound by all laws, policies, procedures and participation requirements applicable to the STIP Program, as may be amended from time to time.

Section 2.02 STIP Program Description. The STIP Program is an investment program administered under the direction of the Montana Board of Investments as authorized by the Unified Investment Program. As more fully set forth in Board policies and procedures, STIP is available to state and local governments to serve their short term cash flow and deposit needs and its objectives are to preserve capital and to maintain high liquidity. The Program has the following attributes, as more fully set forth in applicable Board policies, procedures and participation requirements, which are subject to change upon the sole determination of the Board:

- 1) STIP transactions are fixed at \$1 per share;
- 2) STIP interest on pool assets accrues daily;
- 3) STIP earnings distribution method: Interest is distributed at the beginning of the month and can be distributed as cash to the designated Bank or the earnings can be reinvested into STIP;
- 4) Buying or selling shares in STIP requires one (1) business days' notice; transactions for which notice is received after 2:00 p.m. will be processed two (2) business days after receipt of the original notice;
- 5) Access to STIP is only through an electronic, web-based portal; no cash, checks or notifications by fax, phone or email will be accepted;
- 6) STIP's web portal provides real-time information on each account including: investment balances, buys, sells, pending transactions, and transaction notes, as determined by the authorized user; and
- 7) The Board accounts and reports on its financial statement STIP investment on a Net Asset Value (NAV) basis. A NAV per share of a STIP unit will be shown on the Board's website for each month-end period <http://investmentmt.com/MonthlyNetAssetValue>.

Section 2.03 Review of Policies, Procedures and Participation Requirements. Participant acknowledges and represents that it has reviewed to its satisfaction all Board policies, procedures and participation requirements applicable to the STIP Program. <http://investmentmt.com/STIP>

Section 2.04 Authorized Representative: The Governing Body designates Barbara E Ketterling, who holds the position of Treasurer as the Participant's Authorized Representative to make transactions between STIP and the Bank.

The Governing Body: (check one) DOES [] DOES NOT [] allow the Authorized Representative to appoint and delete additional Authorized Delegate(s) on behalf of the Participant. If "DOES" is checked, any addition or deletion of an Authorized Delegate requires notice via the submission of a completed Exhibit A (STIP Participation Information Sheet) to the Board by the Authorized Representative before transactions will be accepted and processed as directed by the Authorized Delegate.

The Governing Body designates and authorizes Participant's Bank, (the Bank), identified in Exhibit B attached, designating the Account Number and ABA Number to send or transfer funds to the State Treasurer for purchase of STIP shares and to deposit distributions of and withdraw proceeds resulting from sales of STIP shares in the Bank's Account identified in Exhibit B attached which is a (check one) checking account savings account .

Section 2.05 Change of Authorized Representative. Any change to the Authorized Representative requires a new Resolution adopted by the Governing Body; however the absence of an Authorized Representative does not nullify the authority of the Authorized Delegate(s) then in effect and so authorized to make STIP transactions.

Section 2.06 Annual Confirmation. The Board will provide on an annual basis to both the Governing Body and the Authorized Representative the following information as appears on the Board's records:

1. The name of the Authorized Representative;
2. The name(s) of any Authorized Delegate(s); and
3. The name of the Bank and the associated Account Number (truncated).

Section 2.07 Effective Date. Participant's Agreement as set forth in this Resolution will take effect when the Certificate as to Resolution and Adopting Vote, this Resolution and Exhibits A and B, each completed, dated and duly executed, are delivered to and received by the Board and will stay in effect until terminated in writing by the Governing Body.

ARTICLE III

MISCELLANEOUS

Section 3.01 No Guaranteed Return. The Governing Body understands and agrees that there is no minimum or maximum amount of interest rate or any guaranteed rate of return on STIP shares or funds invested in STIP shares.

Section 3.02 Voluntary Participation. By adopting this Resolution, the Governing Body acknowledges that it is not compelled to participate in STIP, and that its participation in STIP is voluntary, and accepts and agrees to the Program, its administration and governance, and its policies, procedures and participation requirements as set forth by law and the Board.

Section 3.03 Responsibility for Participant Mistakes. The Governing Body and Participant agree to hold the State of Montana, the Board, and their members, officials and employees harmless for the acts,

omissions and mistakes of the Participant, Governing Body and their members, officials and employees, including but not limited to: Authorized Representative or Authorized Delegate who, for any reason, is not qualified or properly listed with the Board as a permissible representative to authorize transactions using the STIP Program; wrong instructions as to amounts or timing of sales or purchases; or missed deadlines.

Section 3.04 No Warranty. The Governing Body and Participant acknowledge and agree that the Board makes no warranty that funds will be immediately available in the event of any failure of a third party or that Governing Body will not suffer losses due to acts of God, or other calamities, or other market dislocations or interruptions.

Section 3.05 Participation Conditions: STIP Administration. The Governing Body and Participant acknowledge and agree that the Board will allow participation in STIP by and conduct STIP business with only those parties it determines are qualified and authorized to participate in the Program and which abide by the Board's policies, procedures and participation requirements; that the Board administers the STIP Program subject to Montana law and prudent fiduciary practices as required by Montana law and Board policy; and that the Board is legally bound to manage the Unified Investment Program, which includes STIP, in accordance with the prudent expert rule as set forth in Montana law.

Section 3.06 STIP Not Insured Against Loss. The Governing Body and Participant understand and acknowledge that the Board's STIP Program is NOT FDIC insured or otherwise insured or guaranteed by the federal government, the State of Montana, the Board or any other entity against investment losses. The Governing Body and Participant further understand and acknowledge that the Board's STIP policy requires maintenance of a reserve fund to offset possible losses and that STIP interest earnings may be used to fund this reserve before the net earnings are distributed to the STIP Participants, but that such reserves may not be adequate to cover investment losses.

ARTICLE IV

EXHIBITS A AND B

Section 4.01 Approval and Adoption of Exhibits A and B. Attached to this Resolution as Exhibits A and B, are the STIP Participation Information Sheet, and the Electronic Funds Transfer Authorization Form, which together provide the instructions and the details required by the Board to enable Participant's participation in the STIP Program. The Governing Body and Participant represent and agree that the attached Exhibits A and B have been completed and executed by the Participant's Authorized Representative and that Exhibits A and B must be complete and acceptable to the Board before participation will be allowed in the STIP Program. Exhibits A and B are hereby incorporated into and made a part of this Resolution, and are approved and adopted by the Governing Body as if set forth fully herein.

APPROVED AND ADOPTED by the Fallon County Commission this 16th day of May, 2016.

Attest:
By [Signature]
Its Clerk



By [Signature]
Its CHAIRMAN

Barb gave the Commission Resolution 2016-13 authorizing Fallon County Schools to participate in the Short Term Investment Pool (STIP) with the Montana Board of Investments to review and sign.

Commissioner Randash made the motion adopt Resolution 2016-13 as presented by Barb Ketterling. Commissioner Ranum seconded the motion. Commissioner Baldwin asked if there was any other discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.

RESOLUTION NO. 2016-13

RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA SHORT TERM INVESTMENT POOL (STIP) AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

BE IT RESOLVED BY THE Fallon County Commission (the Governing Body) of Fallon County School (the Participant) AS FOLLOWS:

ARTICLE I

DEFINITIONS

Section 1.01 The following terms will have the meanings indicated below for all purposes of this Resolution unless the context clearly requires otherwise:

Section 1.02 Account shall mean a specific Participant Bank account assigned by the Bank to be used in conducting transactions through the STIP Program.

Section 1.03 Agreement shall mean the agreements of the Participant as contained within this Resolution.

Section 1.04 Authorized Representative shall mean the officer or official of the Participant

designated and duly authorized by the Governing Body as set forth below to enable the Participant's participation in the STIP Program.

Section 1.05 Authorized Delegate shall mean any lawful officer, official or employee of the Participant who has been delegated authority by the Authorized Representative as provided in this Resolution to initiate transactions using the Board's STIP Program.

Section 1.06 Bank shall mean a financial institution designated and authorized as provided in this Resolution to send and receive money on behalf of the Participant for purposes of participation in the STIP Program.

Section 1.07 Board shall mean the Board of Investments of the State of Montana, a public body corporate organized and existing under the laws of the State and its successors and assigns.

Section 1.08 Exhibit A (STIP Participation Information Sheet) shall mean the document attached to and incorporated into this Resolution as provided in Article IV, Section 4.01. that provides information necessary for the Participant to participate in STIP.

Section 1.09 Exhibit B (Electronic Funds Transfer Authorization Form) shall mean the document attached to and incorporated into this Resolution as provided in Article IV, Section 4.01 that provides instructions for the Board and its agents to administer and manage the Participant's participation, transactions and shares in the STIP Program.

Section 1.10 Governing Body shall mean the governing body of the above-named political subdivision (Participant) authorized by Montana state law to participate in the STIP Program as further specified in this Resolution.

Section 1.11 Participant shall mean the political subdivision requesting participation in the Board's Short Term Investment Pool.

Section 1.12 Short Term Investment Pool, STIP, or Program shall mean the Board's Short Term Investment Pool Program as authorized by law and as more fully defined and described in the Board's policies and procedures, as may be amended from time to time.

ARTICLE II

SHORT TERM INVESTMENT POOL PARTICIPATION AGREEMENT

Section 2.01 Participation Agreement. By approving and adopting this Resolution and Exhibits A and B, the Governing Body requests and agrees to participation of Participant in the STIP Program, and agrees that Participant will comply with and be bound by all laws, policies, procedures and participation requirements applicable to the STIP Program, as may be amended from time to time.

Section 2.02 STIP Program Description. The STIP Program is an investment program administered under the direction of the Montana Board of Investments as authorized by the Unified Investment Program. As more fully set forth in Board policies and procedures, STIP is available to state and local governments to serve their short term cash flow and deposit needs and its objectives are to preserve capital and to maintain high liquidity. The Program has the following attributes, as more fully set forth in applicable Board policies, procedures and participation requirements, which are subject to change upon the sole determination of the Board:

- 1) STIP transactions are fixed at \$1 per share;
- 2) STIP interest on pool assets accrues daily;
- 3) STIP earnings distribution method: Interest is distributed at the beginning of the month and can be distributed as cash to the designated Bank or the earnings can be reinvested into STIP;
- 4) Buying or selling shares in STIP requires one (1) business days' notice; transactions for which notice is received after 2:00 p.m. will be processed two (2) business days after receipt of the original notice;
- 5) Access to STIP is only through an electronic, web-based portal; no cash, checks or notifications by fax, phone or email will be accepted;
- 6) STIP's web portal provides real-time information on each account including: investment balances, buys, sells, pending transactions, and transaction notes, as determined by the authorized user; and
- 7) The Board accounts and reports on its financial statement STIP investment on a Net Asset Value (NAV) basis. A NAV per share of a STIP unit will be shown on the Board's website for each month-end period <http://investmentmt.com/MonthlyNetAssetValue>.

Section 2.03 Review of Policies, Procedures and Participation Requirements. Participant acknowledges and represents that it has reviewed to its satisfaction all Board policies, procedures and participation requirements applicable to the STIP Program. <http://investmentmt.com/STIP>

Section 2.04 Authorized Representative: The Governing Body designates Barbara E Ketterling, who holds the position of Treasurer as the Participant's Authorized Representative to make transactions between STIP and the Bank.

The Governing Body: (check one) DOES [] DOES NOT [] allow the Authorized Representative to appoint and delete additional Authorized Delegate(s) on behalf of the Participant. If "DOES" is checked, any addition or deletion of an Authorized Delegate requires notice via the submission of a completed Exhibit A (STIP Participation Information Sheet) to the Board by the Authorized Representative before transactions will be accepted and processed as directed by the Authorized Delegate.

The Governing Body designates and authorizes Participant's Bank, (the Bank), identified in Exhibit B attached, designating the Account Number and ABA Number to send or transfer funds to the State Treasurer for purchase of STIP shares and to deposit distributions of and withdraw proceeds resulting from sales of STIP shares in the Bank's Account identified in Exhibit B attached which is a (check one) checking account savings account .

The Governing Body: (check one) DOES DOES NOT allow the Authorized Representative to change either the Bank or the Account; if 'DOES' is checked, the Board will notify both the office of the Authorized Representative AND the office of the Governing Body within three (3) business days that such a change has been made.

The Governing Body: (check one) DOES DOES NOT allow the Authorized Representative to change the earnings distribution method; if DOES NOT is checked, the Governing Body chooses the following earnings distribution method (check one) reinvest cash earnings into STIP distribute cash earnings to the Bank .

Section 2.05 Change of Authorized Representative. Any change to the Authorized Representative requires a new Resolution adopted by the Governing Body; however the absence of an Authorized Representative does not nullify the authority of the Authorized Delegate(s) then in effect and so authorized to make STIP transactions.

Section 2.06 Annual Confirmation. The Board will provide on an annual basis to both the Governing Body and the Authorized Representative the following information as appears on the Board's records:

1. The name of the Authorized Representative;
2. The name(s) of any Authorized Delegate(s); and
3. The name of the Bank and the associated Account Number (truncated).

Section 2.07 Effective Date. Participant's Agreement as set forth in this Resolution will take effect when the Certificate as to Resolution and Adopting Vote, this Resolution and Exhibits A and B, each completed, dated and duly executed, are delivered to and received by the Board and will stay in effect until terminated in writing by the Governing Body.

ARTICLE III

MISCELLANEOUS

Section 3.01 No Guaranteed Return. The Governing Body understands and agrees that there is no minimum or maximum amount of interest rate or any guaranteed rate of return on STIP shares or funds invested in STIP shares.

Section 3.02 Voluntary Participation. By adopting this Resolution, the Governing Body acknowledges that it is not compelled to participate in STIP, and that its participation in STIP is voluntary, and accepts and agrees to the Program, its administration and governance, and its policies, procedures and participation requirements as set forth by law and the Board.

Section 3.03 Responsibility for Participant Mistakes. The Governing Body and Participant agree to hold the State of Montana, the Board, and their members, officials and employees harmless for the acts, omissions and mistakes of the Participant, Governing Body and their members, officials and employees, including but not limited to: Authorized Representative or Authorized Delegate who, for any reason, is not qualified or properly listed with the Board as a permissible representative to authorize transactions using the STIP Program; wrong instructions as to amounts or timing of sales or purchases; or missed deadlines.

Section 3.04 No Warranty. The Governing Body and Participant acknowledge and agree that the Board makes no warranty that funds will be immediately available in the event of any failure of a third party or that Governing Body will not suffer losses due to acts of God, or other calamities, or other market dislocations or interruptions.

Section 3.05 Participation Conditions: STIP Administration. The Governing Body and Participant acknowledge and agree that the Board will allow participation in STIP by and conduct STIP business Board is legally bound to manage the Unified Investment Program, which includes STIP, in accordance with the prudent expert rule as set forth in Montana law.

Section 3.06 STIP Not Insured Against Loss. The Governing Body and Participant understand and acknowledge that the Board's STIP Program is NOT FDIC insured or otherwise insured or guaranteed by the federal government, the State of Montana, the Board or any other entity against investment losses. The Governing Body and Participant further understand and acknowledge that the Board's STIP policy requires maintenance of a reserve fund to offset possible losses and that STIP interest earnings may be used to fund this reserve before the net earnings are distributed to the STIP Participants, but that such reserves may not be adequate to cover investment losses.

ARTICLE IV

EXHIBITS A AND B

Section 4.01 Approval and Adoption of Exhibits A and B. Attached to this Resolution as Exhibits A and B, are the STIP Participation Information Sheet, and the Electronic Funds Transfer Authorization Form, which together provide the instructions and the details required by the Board to enable Participant's participation in the STIP Program. The Governing Body and Participant represent and agree that the attached Exhibits A and B have been completed and executed by the Participant's Authorized Representative and that Exhibits A and B must be complete and acceptable to the Board before participation will be allowed in the STIP Program. Exhibits A and B are hereby incorporated into and made a part of this Resolution, and are approved and adopted by the Governing Body as if set forth fully herein.

APPROVED AND ADOPTED by the Fallon County Commission this 16th day of May, 2016.

Attest:
By Brenda J. Wood
Its Clerk & Recorder



By Steve Baldwin
Its CHAIRMAN

4:40pm- Barb Ketterling left the meeting.

4:45PM HOMEMAKER POSITION HIRING

Present: Julie Straub, Human Resource Manager; Carla Brown, Council on Aging Director

Julie Straub told the Commission they interviewed 6 people for the Homemaker Position and would like to offer the position to Marsha Sears as she has solid aide experience. The Commission gave permission to offer the job to Marsha and signed the New Hire Approval form for her.

5:00PM ADJOURN

Commissioner Ranum made the motion to adjourn the meeting. Commissioner Randash seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

ADJOURN
s/Steve Baldwin, Chairman

MINUTE TAKER:
s/Lani J. DeBuhr, Clerk

ATTEST:
s/Brenda J. Wood, Clerk and Recorder