

BOARD OF MADISON COUNTY COMMISSIONERS
June 26, 2018, Meeting Minutes

On Tuesday, June 26, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:00 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, Jim Hart, and Dan Allhands present. Jane Bacon, Commissioner's Clerk, was present to take minutes.

Those people in attendance at the meeting were Craig Pester, Vicki Tilstra, Bonnie O'Neill, Bob Bates, Doris Fischer, Ethan Kunard, Sunni Heikes-Knapton, Neil Barnosky, Shirley Galovic, Jani Flinn, Laurie Buyan, and Melissa Brummell.

Traded Used Motor Grader: Craig Pester, Tractor & Equipment, met with the Board regarding the used motor grader they acquired as a trade-in from the County in 2017. Vicki Tilstra, Finance Manager, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Craig wanted to make the Board aware that the motor grader has a bad frame. It was noted at the time of sale that "steering is funny." At \$60,000 for repairs it would cost too much to fix but cannot be sold the way it is. Craig proposes to clean it up and sell at auction, as is, since items like this are presently selling high and his company thinks this is a way to get back the cost invested. Even a slight loss would be tolerable, but if it should sell at a large loss he would like the Board to consider contributing toward the difference. After a brief discussion, Craig promised to keep the Board informed about the grader's status.

Approval of Minutes: Dan Allhands moved to approve the May 10, 2018, Board of Commissioners' Special meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the May 16, 2018, Preliminary Budget Hearing minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve the May 17, 2018, Preliminary Budget Hearing minutes. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the May 18, 2018, Preliminary Budget Hearing minutes. Jim Hart seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve the June 5, 2018, Board of Commissioners' meeting minutes. Dan Allhands seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve the June 19, 2018, Board of Commissioners' meeting minutes with minor corrections. Dan Allhands seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve the June 20, 2018, Compensation Board meeting minutes with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried.

Public Discussion: Bob Bates, Safety Coordinator, and Bonnie O'Neill, Chief Administrative Officer, came in to inform the Board of the results of a Safety Compliance Inspection conducted on June 12 at the road shop in Alder. Several items need to be corrected by July 16, including safety training documentation for each operator using the mower tractor and backhoe. The Board directed Bob to arrange whatever is needed to comply with safety regulations.

Mental Health Local Advisory Council: Doris Fischer, Mental Health Local Advisory Council Secretary, met with the Board to discuss the following topic. Bonnie O'Neill, Chief Administrative Officer, also attended this portion of the meeting.

- **Crisis Counselors Contract Extension:** Doris presented a data summary of 2018 crisis counseling incidents reported under the Local Counselor Pilot Project initiated in November, 2017. All project partners, including Ruby Valley and Madison Valley hospitals, feel the program is successful and want to see it extended from its original ending date of June 2018 to the end of the year. After discussion, Jim Hart moved to approve the Extension of Professional Services between Madison County and two service providers, Lisa Brubaker LCSW, LLC and Peak Mental Health, LLC, to expire when funds run out or December 31, 2018, whichever comes sooner. Dan Allhands seconded the motion. All voted aye and the motion carried. A brief discussion ensued about the

potential for funds remaining at the end of the year, and possible extension of the project if funding is available.

Madison Conservation District – Work Plan and Budget: Ethan Kunard and Sunni Heikes-Knapton, Madison Conservation District, met with the Board to discuss the projects, programs and finances of the MCD. Neil Barnosky and Shirley Galovic, Ruby Valley Conservation District, Vicki Tilstra, Finance Manager, and Bonnie O’Neill, Chief Administrative Officer, were also present for this portion of the meeting. Sunni discussed the District’s accomplishments and outlined how tax payer dollars are being spent. Both districts have seen funding change and decline over the last couple of years with reallocations, discontinued sources, and future funding uncertainty. At the same time, they are mandated to be the governing authority of private/non-government ownership on streams and waterways, as well as overseeing the 310 Law, although with no current funding mechanism to support this work MCD anticipates a \$5,000 shortage in 310 permit management alone. While fees for permit applicants have been considered, there is concern that this might discourage landowners from engaging and applying, effectively undoing progress. Grants, mill levies, taxes, and other funding ideas were discussed. Sunni sent a letter to John Tubbs, Montana DNRC Director, two months ago, but has received no response so far. Taking the issue to MACo so they can take it to the legislature, was discussed. Kay Suzuki, MCD Treasurer, phoned in, answered questions and reviewed grant writing, which she mentioned had been sufficient in the past. The Board acknowledged that the financial burden on the local government level is increasing, and needs time to consider alternatives and how to help. Sunni went on to review MCD’s financial outlook for FY 2019 in more detail, pointing out why expenses are anticipated to exceed income, and requesting a total of \$13,000 from Madison County for FY2019. The Commissioners asked if RVCD has a similar request, and they responded that they go from project to project, funding coming from grants, and reported that in the past year about \$400,000 in grant money was handled through the RVCD. Ethan then discussed the importance of MCD’s management of water resources, including how the focus in Big Sky has been on the Gallatin side, their main source of funding coming from resort taxes which are harder to get in Madison County. He emphasized the need to plan for the next 15-20 years, implementing water conservation strategies on the Madison side to avoid issues Gallatin County has faced. Everyone attending expressed mutual appreciation for the work being done, and agreed to continue the conversation.

Following the meeting, the Commissioners discussed contributing to the Conservation Districts in light of additional requests. After discussion, Dan Allhands moved to approve contributing \$5,000 each to Ruby Valley Conservation District and Madison Conservation District as a one-time contribution to help them out of budget shortfall from lack of funding from the state for 310 permitting process fees, to be re-evaluated in the future hoping they will receive grant and/or other funding. Jim Hart seconded the motion. All voted aye and the motion carried.

Airports – Twin Bridges Pay Request #2: Jani Flinn, Airport Board Secretary, Vicki Tilstra, Finance Manager, and Bonnie O’Neill, Chief Administrative Officer, were present for this portion of the meeting. Jani said this project will most likely start at the end of August. Following review, Jim Hart moved to approve Twin Bridges Airport Improvements – Pay Request #2, AIP 3-30-0080-013-2018, in the amount of \$14,479 to be distributed to Robert Peccia and Associates for professional services. Dan Allhands seconded the motion. All voted aye and the motion carried.

Grants: Jani Flinn, Grant Administrator, met with the Board to discuss the following topics. Bonnie O’Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Manager, were also present for this portion of the meeting.

- **TSEP Contract for Giem Bridge:** This TSEP contract is only for the preliminary engineering report approved in last week’s meeting for \$20,000 (10/10) for the Giem Bridge project. Jani also mentioned that the application for the full Giem Bridge TSEP has been received. Dan Allhands moved to approve e-signing the Montana Department of Commerce TSEP Contract #MT-TSEP-PL-19-116. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Fairgrounds Waterline Project:** A call was made to Craig Erickson at Great West Engineering. He hasn’t heard any yet about the grant for the fairgrounds waterline project, he will check and let the Board know. Ron also asked for information about the PER for the waterline going to the children’s center as well as the sewer system, based on local inquiries. Craig’s impression is that it

is nearly complete, but he will check on that as well. The topic was continued to the next regular Commission meeting, or later today if updates are obtained.

Jani also informed the Board that she will be attending a webcast training on Federal grants on July 17-18, as well as attending a two-day grant writing class in September in Dillon.

Claims: The Board approved claims.

Audit Engagement Letter: Vicki Tilstra, Finance Manager, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. After checking the status and availability of alternative auditors, Vicki recommended staying with the county's present auditors. After reviewing the Board's previous contract discussion of one or three years, Jim Hart moved to approve a three year contract with Denning, Downey & Associates. Dan Allhands seconded the motion. All voted aye and the motion carried. Audit coordination and logistics were briefly discussed.

Purchase of Control Board for Generator at TRMCC: Vicki Tilstra, Finance Manager, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Dan Allhands moved to approve the purchase of a control board for the generator at TRMCC in the amount of \$5,208.50. Jim Hart seconded the motion. All voted aye and the motion carried.

Compensation Board Recommendation: Laurie Buyan, Commissioner's Assistant, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Manager, were present for this portion of the meeting. The Compensation Board's recent meeting and recommendations were discussed. It was pointed out that the County's pay scale contributes to its rate of employee retention, particularly significant with nursing home employment. Comparisons with other counties, health insurance, cost of living increases versus raises, recommendations from the public, looking ahead 10 years, and the county's ability to afford or not afford increases were discussed. Opposition to pay increases was also expressed. Jim Hart moved, based on the recommendation of the Compensation Board, to approve a 3% cost of living increase and the suggested increase in longevity benefits for Madison County employees. Dan Allhands seconded the motion, with reservations. Jim Hart and Ron Nye voted aye, Dan Allhands was opposed, and the motion carried on a majority vote.

Edsall Road Easement Agreement: Vicki Tilstra, Finance Manager, and Laurie Buyan, Commissioner's Assistant, were present for this portion of the meeting. Laurie sent the Edsall Road Easement agreement documents to Margie Edsall after review by the Deputy County Attorney and the Clerk and Recorder. Since Margie is still researching and correcting names, it is not ready for approval and this topic will be continued to a future Commission meeting, date to be determined.

Fire District Board Vacancies: Laurie Buyan, Commissioner's Assistant, Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Manager, and Melissa Brummell, Public Health Nurse, were present for this portion of the meeting. Discussion of vacancies on the Fire District Board included how positions were filled or renewed in the past, current board members who haven't filed paperwork to re-apply for vacancies, advertising for open positions and appointment statutes, and accounting concerns expressed by a local fire chief.

Public Health Department: Melissa Brummell, Public Health Nurse, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Manager, were also present for this portion of the meeting.

- **Public Health Board Reorganization Recommendation:** Melissa reported that the Board of Health conducted a public meeting by phone on June 25, 2018, with the board members very supportive of the Public Health Department reorganization plans. Concern was expressed during the phone meeting that clerical support will be adequately covered, and Melissa conveyed that Anne, the current clerk, feels that the reorganization will work. Dan Allhands moved to approve the Public Health restructuring of the current open clerk position into a full time LPN or RN, and the current RN position into a Public Health Director. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Recommendation to Continue Employment of Full-Time Grant Funded Montana Tobacco Use Prevention Program Position FY 18-19:** Melissa assured the Board that a county vehicle is being used whenever possible for the Tobacco Use Prevention position, she is tracking expenses, and all costs under this grant are run through the County. Following discussion, Dan Allhands moved to approve the continued employment of the full-time grant funded Montana Tobacco Use Prevention Program position for FY 18-19. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Authorization to fill Full-Time Public Health Registered Nurse or Full-Time Licensed Practical Nurse Position:** Following review, Jim Hart moved to approve the Authorization to fill Full-Time Public Health Registered Nurse or Full-Time Licensed Practical Nurse Position. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Change Public Health Nurse Job Title to Public Health Director:** After a brief discussion, Melissa agreed to furnish a proposed Public Health Director job description to the Board, and the topic was continued to the next regular Commission meeting.
- **Recommendation to Change Current Public Health Nurse from Full-Time to Part-Time Position (75% FTE):** This topic was continued to the next regular Commission meeting.
- **Job Description Updates:** Dan expressed interest in future plans for Public Health as related to next steps for the County, especially concerning state funding cuts affecting funding that will need to be provided by local governments and counties. Melissa agreed to provide information and job descriptions as needed for the following topics, which were continued to the next regular Commission meeting.
 - **Tobacco Prevention Specialist**
 - **Public Health Clerk**
 - **Public Health Nurse**
 - **Public Health Licensed Practical Nurse**
 - **New Job Description for Public Health Director**

Grants/ Fairgrounds Waterline Project (continued): Jani Flinn, Grant Administrator, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Manager, were present for this portion of the meeting. A phone call was made to Dan McCauley, Great West Engineering, to obtain an update on the fairgrounds waterline project. Dan reported the work is in process, he expects a review within the next couple of weeks, hopes to have a draft ready by the end of July with a public hearing in August and to get the project completed by fall. Ron suggested a joint meeting with the Board and the town of Twin Bridges.

Human Resources: Bonnie O'Neill, Chief Administrative Officer met with the Board to discuss the following topics. Vicki Tilstra, Finance Manager, was present for this portion of the meeting.

- **Rescind Maintenance Resignation:** Following review, Jim Hart moved to approve the request to rescind the resignation of Tony Forsythe, Maintenance Manager. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Fill the Weed Compliance Tech and Weed Field Crew positions-Part-time:** There was no discussion on filling the Weed Compliance Tech position. Based on the interview committee's recommendation, Dan Allhands moved to approve the hiring of Herb Smith for the part-time Weed Field Crew position, conditional upon providing a valid Montana driver's license and passing the required background check. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Full-time Permanent Infection Prevention & Control RN Nursing Homes Position:** Bonnie explained that the Infection Prevention & Control RN position is mandated by Centers for Medicare and Medicaid Services (CMS) for long-term care facilities. A call was made to Darcel Vaughn, MVM Administrator, who further clarified that this will be more an administrative position, not a floor nurse, split between the two nursing homes as CMS requires 20 hours per facility, and certification is also required. Discussion included the position being mandated but not funded, cuts in Medicare and Medicaid, and how to best utilize the position. Darcel plans to submit a waiver for each nursing home to see if an LPN could be hired for the position. Following discussion, Jim Hart moved to approve the Authorization to Fill the additional position of Infection

Prevention & Control RN as required by CMS, to be shared between MVM and TRMCC. Dan Allhands seconded the motion. All voted aye and the motion carried.

- **Infectious Control RN-Nursing Home Job Description-New:** This topic was continued to the next regular Commission meeting.
- **Request for Onetime Hourly Wage Adjustment for Employee's Hours Worked-Restorative Aide Certification-TRMCC:** The phone call with Darcel was continued during this discussion. Darcel explained the Restorative Aide position, how it increases Medicaid funding credits, reduces the need for a higher-paid physical/occupational therapist, and that any CNA willing to undertake the additional training should be compensated for their additional skills. Miranda Wilke, CNA at TRMCC, was certified in May of 2018 and, based on a promise made at the time by the previous administrator, should be compensated retroactive to that time. Following discussion, Jim Hart moved to increase Miranda Wilke's hourly rate from \$16.41 to \$17.41 as Restorative Aide CNA, retroactive to May, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Continue Employment Part-time Temporary Grant Funded Mental Health Clerk Position FY-2018-19:** After a brief discussion, Jim Hart moved to approve a letter to Martha Klaumann continuing temporary part-time employment in the Grant Funded Clerk position. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Continue Employment Part-time Temporary Grant Funded Victim's Advocate Grant Funded Position FY-2018-19:** Following review, Dan Allhands moved to approve a letter to Lisa Brubaker continuing temporary part-time employment in the Grant Funded Victims Advocate position. Jim Hart seconded the motion. All voted aye and the motion carried.
- **IT Computer Support Specialist Step Increase:** Following discussion, Jim Hart moved to adjust the hourly wage to 85% of the IT Manager's hourly wage for Chad Bullis in the IT Computer Support Specialist position, and to place him on the County's Step Increase Schedule. Dan Allhands seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: There was no update on this topic.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:35 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, July 3, 2018, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

Ronald E. Nye, Chairman
Board of Madison County Commissioners

Date Approved: July 17, 2018

Minutes prepared by:

Jane Bacon, Commissioner's Clerk

Attest: _____
Kathleen Mumme, Clerk and Recorder, Madison County