

BOARD OF MADISON COUNTY COMMISSIONERS
August 18, 2020, Meeting Minutes

On Tuesday, August 18, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:45 a.m. in the Second Floor Courtroom of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, and Ron Nye present. Commissioner Jim Hart was absent for personal reasons. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Bonnie O'Neill, Joe Brummell, Denny Lueck, Kacey Smart, Vicki Tilstra, Jim Kaatz, Tammy Mahlstedde, Jani Flinn, Brett Schriock, Bob Bates, Tommy Luksha, and several who participated via phone/Webex. Ryan Wolter, IT Support Specialist, was present to administer the public link to the meeting via Webex.

Approval of Minutes: Following review, Ron Nye moved to approve the July 21, 2020, Board of Commissioners' meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried. Ron Nye moved to approve the August 4, 2020, Ambulance Financial Meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Public Health Office/DES – COVID-19 Update: Melissa Brummell, Public Health Nurse (via Webex), and Joe Brummell, Director of Emergency Management, met with the Board to present the COVID-19 update. Rob Wallingford, Deputy Director of Emergency Services, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Melissa reviewed COVID cases: 86 confirmed cases in the County to date, with 10 confirmed in the last two weeks; four active cases; 81 people recovered; one death; and zero current hospitalizations. She said the State has had 5,792 confirmed positives, 82 deaths, has 94 active hospitalizations, and 4,162 people recovered. For the U.S., 5.08 million confirmed cases, and 163,000 deaths. Worldwide, there have been 20 million confirmed, 735,000 deaths, and 12.2 million people have recovered. She said as of yesterday, Madison County was the third highest in the state for disease burden per population behind Big Horn and Phillips Counties, and is roughly even with Toole and Garfield Counties. She discussed recent local testing results and said turnout was great and the numbers were good, reviewed lab issues and improvements, and expressed appreciation for help from the National Guard and other local entities. 5,000 masks were finally obtained from FEMA after being requested months ago, and they will be distributed to schools, businesses and community members starting next week. Joe said that there are still two Montana counties that have had no positive cases. He discussed MSU's opening on August 7, 2020, said they have a phenomenal plan with testing capabilities on campus for all students and staff, and reviewed Governor Bullock's directives. Joe reviewed fire reserve funds, which are looking good, and went on to discuss upcoming weather, drought conditions, and local and regional fires, which he said are mostly small and locally contained.

Solid Waste Budget: Denny Lueck, Solid Waste Foreman, and Vicki Tilstra, Finance Officer, met with the Board to discuss the Solid Waste Budget. Kacey Smart, Solid Waste Assistant, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Vicki pointed out cash, revenue and expenditures on the Solid Waste budget, said she reduced the Capital line, and revenue will be at 10%. Discussion ensued about increasing the revenue amount for Construction and Demolition, covering health insurance out of the General Fund, the necessity of additional safety spending at the sites, and higher costs as a result of recent repairs and rebuilding due to hailstorm damage. Denny and Kacey answered questions about line items such as Buildings and Contract Services, and Denny said no new truck purchases are coming up although they will need more boxes eventually. Vicki suggested raising fees, since the budget is still tight, and discussion ensued about the process for raising fees and the roles of the Solid Waste Board and the Board of Commissioners, as well as how to handle sites that are used by neighboring counties. Following discussion, this topic was continued to the next regular Commission meeting.

Sanitarian's Budget: Van Puckett, Sanitarian, met with the Board via Webex to discuss the Sanitarian's budget. Bonnie O'Neill, Chief Administrative Officer, Kacey Smart, Sanitarian's Assistant, Denny Lueck, Solid Waste Foreman, Jim Kaatz, Sheridan resident, Tammy Mahlstedt, Human Resource Generalist, and Vicki Tilstra, Finance Officer, were present for all or a portion of this topic. Van said he added to his budget anticipating the need for a new position, and Bonnie read a memo outlining the need for augmenting personnel in the Sanitarian's office and planning for a total annual increase of \$63,505. Vicki noted that the department contributes some revenue, and is supported by the General Fund. Kacey discussed the marked increase in permits this year compared to last year and said that all income goes back to the General Fund. Discussion ensued about workload, the increased work due to COVID and development in Big Sky, and staffing options including additional office help. Van discussed servicing remote areas that don't get much attention, reviewed the incidental work that doesn't get done when addressing the most important tasks, and answered questions about fees. Dan expressed reluctance to add to the budget without more justification, and asked about using Contract Services instead of adding employees. There was discussion about the current 90-day position and whether it could be extended, whether the same person is allowed to fill another 90-day position, and what kind of help would make sense for the department. Following discussion, this topic was continued to the next regular Commission meeting.

Human Resources: Tammy Mahlstedt, Human Resource Generalist, and Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics. Jim Kaatz, Sheridan resident, and Vicki Tilstra, Finance Officer, were present for all or portions of these topics.

- **Director of Environmental Health Job Description & Revised Sanitarian Job Description:** Tammy read a memo requesting that the Sanitarian's title be changed to Director of Environmental Health, allowing a second sanitarian in the department, if hired, to retain the title of Sanitarian, and she presented revised job descriptions for both positions. She said the primary difference is in the area of supervisory duties, since many of the other tasks overlap. Reporting structure for the position was discussed, and Dan and Ron were in agreement that this position, and all similar reporting positions, should report to the CAO and/or the Board of Commissioners, rather than just to the CAO, so Bonnie will make those changes. Stating the requirement for a criminal background check in job descriptions and job postings was discussed, and the Commissioners felt the repetition was fine, even though it is also stated in the Personnel Policy and Procedures Handbook. Because the Commissioners hadn't had a chance to read and familiarize themselves with the job descriptions, these topics were continued to the next regular Commission meeting.

Finance Office: Vicki Tilstra, Finance Officer, met with the Board to discuss the following topic. Bonnie O'Neill, Chief Administrative Officer, and Jani Flinn, Grant Administrator, were present for all or a portion of this topic.

- **Emergency Levy:** Vicki said the Emergency Levy topic should be continued to next week, since a resolution will be needed, and mills and new taxable values can be discussed at that time. Bonnie inquired about COVID pay for employees at the nursing homes, noting that the emergency levy from the previous resolution was meant to cover the extra pay which is running between \$40,000 and \$45,000 per month, and they have exhausted funds they had from last year, so she is wondering what to do about future hazard pay if it is not reimbursable from the CARES Act funds. She reminded everyone that a previous decision was made to revisit hazard pay for nursing homes in September. Vicki said she has not used the emergency levy fund for the nursing homes hazard pay because they have the \$382,000 sitting in a separate fund waiting for guidelines as to how it can be used, she knows it is for COVID-related expenses, but was advised by the auditor to keep the money in a separate fund until clear guidelines are obtained. Ron wondered why it couldn't be used, and discussion ensued about who to contact for clarification. Dan noted that the FEMA fund requirements excluded certain types of pay, and Bonnie expressed concern that similar restrictions might apply to these Department of Health and Human Services (HHS) funds, which just came without being applied for – similar to Medicaid funds, which also came unsolicited to the nursing homes without being applied for. Ron asked about nursing home updates, and Bonnie replied that the Administrator is planning a quarterly report to the Board in September. Receiving updates more often than once per quarter was discussed, and Bonnie said she can make that request.

Airports: Lance Bowser, Robert Peccia & Associates (via Webex), and Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topic. Brett Schriock, IT Director, Bob Bates, Safety Coordinator, and Tommy Luksha, GIS Coordinator, were present for all or a portion of this topic.

- **Ennis Big Sky Airport – NorthWestern Energy Agreements:** Lance said there are two Northwestern Energy agreements at the Ennis Big Sky airport, and reviewed details about each one. Following discussion, Ron Nye moved to approve the customer agreement between NorthWestern Energy and Madison County in the amount of \$9,254 for meter relocation at the Ennis Big Sky Airport. Dan Allhands seconded the motion. All voted aye and the motion carried. After review, Ron Nye moved to approve the customer agreement between NorthWestern Energy and Madison County in the amount of \$99,419 for construction of the three-phase line across the runway and apron at the Ennis Big Sky Airport. Dan Allhands seconded the motion. All voted aye and the motion carried. There was additional discussion about FAA reimbursement eligibility.

Safety Department: Bob Bates, Safety Coordinator, met with the Board to discuss the following topic. Brett Schriock, IT Director, and Tommy Luksha, GIS Coordinator, were present for this portion of the meeting.

- **Monthly Safety Report:** Bob presented and reviewed his Safety Report for July. Highlights included an update on Museum air quality solutions, assisting with COVID expense tracking, CPR training, distribution of COVID supplies and Shelter In-Place kits, resumption of Safety Committee meetings and election of officers, and annual and monthly inspections.

IT: Brett Schriock, IT Director, met with the Board to discuss the following topic. Tommy Luksha, GIS Coordinator, was present this portion of the meeting.

- **Laptop Purchase for Nursing Homes and IT Department:** Brett said with more people working from home there is a need for more laptops, and presented a quote for three additional laptops for each nursing home that can be signed out, and another two for the IT Department. He reviewed how the purchase will be distributed in the budget, Following review, Ron Nye moved to approve the IT Department’s request, as proposed by the IT Director, to spend \$16,530.96 on the purchase of laptops for the nursing homes and the IT Department. Dan Allhands seconded the motion. All voted aye and the motion carried. There was additional discussion about Brett’s plans to deal with and streamline large amounts of data and hard drive space, noting that lidar data will be huge and equal to the present size of all departments combined.

Road 1 Purchase of Diamond Flail Mower: Dan reviewed the Road 1 purchase of a diamond flail mower for \$8,600, said it was a demo model, and a very good deal at about 2/3 of the normal price.

Great West Task Order #30 – Bar 7 Opencut: Dan said Road 1 and Road 3 will split the cost of obtaining an opencut mining permit for approximately 30 acres on the Bar 7 Ranch, and will continue mining, crushing and processing road materials from the site as described on Task Order #30. Following review, Ron Nye moved to approve Great West Task Order #30 – Bar 7 Ranch Opencut Application. Dan Allhands seconded the motion. All voted aye and the motion carried.

Calendars: The meeting was relocated to the Commissioner’s office where the Board reviewed calendars.

With no further business, the meeting was adjourned at 1:45 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, August 25, 2020, beginning at 9:30 a.m. in the Second Floor Courtroom of the Administrative Office Building in Virginia City, Montana.

 Dan W. Allhands, Chairman
 Board of Madison County Commissioners

Date Approved: September 15, 2020

Minutes prepared by:

 Jane Bacon, Commissioners’ Clerk

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