

BOARD OF MADISON COUNTY COMMISSIONERS
March 16, 2021, Meeting Minutes

On Tuesday, March 16, 2021, a meeting of the Board of Madison County Commissioners came to order at 9:35 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands and Jim Hart present. Commissioner Ron Nye was late for personal reasons. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Joe Brummell, Bonnie O'Neill, Alex Hogle, Paula McKenzie, Bob Bates, Dale Grose, Van Puckett, Vicki Tilstra, Jani Flinn, Tommy Luksha, Brett Schriock, and those on the attached list. Ryan Wolter, IT Support Specialist, was present to administer the Webex connection. Those who attended via Webex or by phone included Abby Lee, Bill Hanson, Carmin Hill, Elizabeth Barnett, Gail Nelson, Janie Alt, Jim Jarvis, Kathy Barnes, Keely Larson, Kacey Smart, Laurie Buyan, Laurie Schmidt, Lisa Stapp, Margie Edsall, Melinda Tichenor, Nancy Stewart, Pam Birkeland, Phil Fortner, Steve McNeece, and several unidentified Webex/phone attendees.

Approval of Minutes: Following review, Jim Hart moved to approve the February 9, 2021, Board of Commissioners' meeting minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried. Ron Nye moved to approve the February 16, 2021, Board of Commissioners' meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried. Ron Nye moved to approve the February 23, 2021, Board of Commissioners' meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried.

Public Health Office/DES - COVID-19 Update: Joe Brummell, Director of Emergency Management, met with the Board to present an update regarding COVID-19 status. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting, and Webex participation included Pam Birkeland, Superintendent of Schools. Joe said the COVID status is looking good in the County, State, and across the country. In Madison County there have been 713 confirmed cases with active cases down to 4, and it's the first time in a long time there are no active hospitalizations. Montana's active hospitalizations have gone down to 56 and fatalities are slowing. The U.S. has now had 25.5 million confirmed cases, with 535,000 fatalities. With the improvements, Joe noted that COVID variants are being noticed in the U.S. and in Europe. He reviewed Montana maps of active and cumulative cases, and pointed out the hospital bed capacity map is looking better. Current operations are much the same, but with Bonnie helping out in Public health for a while. Vaccines administered across the state were reviewed, with 362,210 total doses and 140,739 Montanans fully immunized at this point, in Madison County almost 2000 doses have been administered with 996 people fully immunized, and Joe said the state has been very proactive in getting vaccines out to people as indicated by doses administered per capita. He said the County is currently in Phase 1B for administering vaccines, which includes people 70 and older as well as those with underlying conditions. The federal government issued a statement last week making teachers a priority, Bonnie said pharmacists from Safeway in Dillon came over last week to assist with vaccinating Madison County teachers, and Pam noted that she sent out a link to all schools about signing up for pharmacy vaccinations and some have gotten their shots that way. Joe reviewed upcoming meeting and events including a mass casualty tabletop exercise coming up next week, and the Board of Health meeting tonight. He discussed a grass fire over the weekend at the Wall Creek Game Reserve over the weekend, reviewed regional weather, noted good news about drought conditions in much of the state, and said the snow water equivalent is good and holding steady with hopes for more moisture coming in the spring. He mentioned two Montana legislative bills being watched that could affect Public Health.

Commissioner Ron Nye joined the meeting at this point and was present for the remainder of the meeting.

Nursing Homes COVID Update: Gail Nelson, TRMCC Administrator in Training, updated the Board via Webex on COVID status at the nursing homes. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Gail said of the 15 residents at MVM, none are quarantined or hospitalized, no staff members are

out for quarantine, there is an 11.8% prevalence rate so they are doing weekly testing of staff and residents, and there is limited visiting in the visitation booth. At TRMCC the census is 23, no residents are in quarantine and 8 have fully recovered, and 2 staff members are still out in quarantine. Staff and residents are being tested daily, there are no visitations allowed due to the current outbreak status, but these restrictions are expected to lift in several days. Both facilities are working on revising visitor policies to follow new CMS guidelines set forth last week.

Planning Office: Alex Hogle, Planning Director, met with the Board to discuss the following topic.

- **Moonlight Trail Dedication of Public Access Easement:** Alex discussed a realigned public access easement on a platted road, Moonlight Trail, in the Madison Overlook 1 subdivision of Big Sky. Based on information gathered from the Planning Director and Moonlight Basin, Jim Hart moved to approve the request for a change in public access easement for Moonlight Trail in the Moonlight Basin overall development area. Ron Nye seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Screener Bid Award: After review, Ron Nye moved to accept the \$20,100 bid for the Kolberg double deck screener, 710 KDS, from Whit Smith. Jim Hart seconded the motion. All voted aye and the motion carried.

Clerk and Recorder: Paula McKenzie, Clerk and Recorder, met with the Board to discuss the following topic. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Quitclaim Deed for Alley in Pony, Montana:** Paula explained that a title company won't approve a lot sale in Pony without a quitclaim deed, and recommended Board approval of the quitclaim deed pending a more detailed description to be provided by the title company later today. Following discussion, Ron Nye moved to accept the quitclaim deed for Nicholas and Erica Panico, subject to the description being filled out in a more detailed manner for length and width, for a portion of alley between Broadway Street and Mood Street in Pony, Montana. Jim Hart seconded the motion. All voted aye and the motion carried.

Mosquito District Board Renewal: The Board reviewed a renewal for the Mosquito District board. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Following review, Ron Nye moved to approve the renewal of Sunshine Harmon to the Twin Bridges Mosquito District board for a three year term that will expire on December 31, 2023. Jim Hart seconded the motion. All voted aye and the motion carried.

Sheridan Rural Fire District Appointment: The Board considered an appointment to the Sheridan RFD board. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Following review, Ron Nye moved to appoint Daniel Durham by acclamation as a trustee on the Sheridan Rural Fire District board for a three-year term that will expire in May of 2024. Jim Hart seconded the motion. All voted aye and the motion carried.

Communities that Care Advertisements: The Board discussed a newspaper ad proposed by Esther Lince, SW Montana Prevention, for Communities that Care. The Board agreed to pay for an ad in a previous meeting. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Following review, Jim Hart moved to approve the full-page ad as presented by Esther Lince for Communities that Care. Ron Nye seconded the motion. All voted aye and the motion carried.

Safety Office: Bob Bates, Safety Coordinator, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **February Safety Report:** Bob reviewed the Safety report for February. His activities for the month included posting OSHA forms in the nursing homes, reports on investigations of MVM COVID cases and several other nursing home incidents, supporting the Incident Management Team with COVID tracking and documentation, first aid training classes, distribution of EAP information, and helping the Finance Department with special projects.
- **AED Distribution:** Bob updated the Board on the distribution of extra AEDs. Departments requesting them included the Library, Weed, Senior Bus, Harrison and Alder fire departments, Madison and Ruby Valley Search & Rescue, both airports, and DES (for several vehicles). These requests will use up the supply, the AED's are being transferred by serial number to the recipients, he will include a spare battery

with each but future batteries will be purchased by each recipient, and some people still need CPR training to use the AEDs.

- **Resignation (not on Agenda):** Bob presented his resignation and noted he won't be here to conduct CPR training, although he held open the possibility of helping with training down the road, and said he will complete the MSHA training already scheduled for the end of March. The Board expressed regret at his departure, and appreciation for the excellent job he has done.

Weed Department: Dale Grose, Weed Program Coordinator, met with the Board to discuss the following topic. Bonnie O'Neill, Chief Administrative Officer, and Van Puckett, Sanitarian, were present for this portion of the meeting.

- **Reorganization of Weed Department:** Dale briefly discussed Weed Department staffing, saying he plans to supervise and be out on the weed crew this summer rather than replace his position on the crew. He also wants to hire a part-time person to do some maintenance on the machines from April to October. After discussion, Ron Nye moved to approve an authorization to fill for a Weed Department maintenance position at an hourly rate of \$21.52 for up to 10 hours per week, starting on or about April 19, 2021, and to advertise internally up to five days. Jim Hart seconded the motion. All voted aye and the motion carried. There was additional discussion about the upcoming season – Dale said they can get by with a crew of 6 but would prefer 8, they may acquire a 5-month trainee for a fixed fee, the railroad is supposed to take care of the railway areas but they don't, there are funds from a 2022 contract left, and they hope to do aerial work if weather permits and it's not too dry.

Southwest Montana Drug Task Interagency MOU 2022: A call was made to Phil Fortner, Sheriff, to discuss the Southwest Montana Drug Task Interagency memorandum of understanding (MOU) for 2022. Discussion included a county that is not included in the agreement, the necessity of participating in the MOU to be eligible for grant funding, drug task force work being done in Butte that benefits Madison County, and the workings of the agreement and funding. Based on the recommendation of the Madison County Sheriff, Jim Hart moved to approve engaging in the Southwest Montana Drug Task Force Interagency memorandum of understanding for fiscal year 2022. Ron Nye seconded the motion. Discussion included the possibility of funding coming out of the new revenue from marijuana legalization to help law enforcement, and Jim there may be language on the legislative bill specifying funds for rehabilitation and education, and possibly for affordable housing. All voted aye and the motion carried.

Public Discussion on Items Not Listed on the Agenda but Within the Board's Jurisdiction: Jim informed the Board of a message received from Dale Olson, Madison District Ranger, about the Forest Service taking over an outhouse vault that was removed from the Ennis airport and placed at a landfill. He asked if they could leave it where it is until early summer, there was discussion about the exchange, and Van reviewed processing requirements, permitting, and holding tanks.

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

- **Human Resource Assistant Resignation:** Bonnie presented a resignation letter from the temporarily-assigned HR Assistant. Following review, Jim Hart moved to approve the resignation of Jayne Forsythe, with much appreciation for her assistance in the last number of years and recently in HR. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Vacation Overages:** Vicki reviewed vacation overages for several employees who were not able to use their excess vacation balances by the end of 2020. Discussion included how this process works, the pandemic preventing many employees from taking vacations, dedicated employees, excess hours lost if not used by the end of a calendar year, the policy change allowing excess vacation hours to be donated as sick time for other employees, payoffs for resignations/retirements, and the budgeting process. Jim Hart moved to approve the vacation overage requests to extend overage hours to be used up by December 31, 2021, for those employees as presented. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Madison Valley Manor Write-Offs:** Vicki briefly explained the amounts recommended for write-off by WIPFLI, the company who handles billing at the nursing homes. After review, Jim Hart moved to approve

write-offs for residents in Madison Valley Manor in the amount of \$485.10 as presented by WIPFLI, LLP. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Public Health Director Wage Scale:** Bonnie said the previous wage for the Public Health nurse was \$32.91, and Jim noted that after the wage was posted on the ad for the Public Health Director, it was observed that the job description for the position doesn't require a nursing degree. Discussion ensued about the importance of the position, what the wage should be if not filled by an RN, department head wage of \$23.91 paid to several employees, checking with other counties to see what they do, degree level requirement options and appropriate pay, and waiting to determine the wage until applications have been received. Van reminded the Board that he was approached in 2019 about managing the Public Health department, asked if this is still an option, and Bonnie noted that in several counties Public Health reports to the Sanitarian. Further discussion included the potential benefits of reorganizing, communication, workloads, clerk positions, adding a part-time position in the Sanitarian's department, and the challenge of interviewing for a position that might be changed. The Board decided to proceed with the Public Health interviews, discuss the actual salary after interviews, and to consider Sanitarian oversight of Public Health.

Tobacco Root Mountains Care Center: Gail Nelson, TRMCC Administrator, met with the Board to discuss the following topic. Those on the attached list were present for this portion of the meeting. Steve McNeece, Nursing Home Administrator, participated via Webex.

- **Employee Recognition:** Gail expressed appreciation to Joanne Galiger, retiring TRMCC Dietary Supervisor, for her years of employment at TRMCC and discussed her devotion and guidance. Several people expressed similar appreciation and mentioned special qualities she exhibited on the job, such as proactively addressing pandemic food security concerns, sharing her wisdom, helping other employees, and caring about residents and their families. Dan presented Joanne with a plaque in appreciation of her 21 years of excellent service.

Gas Tax Maps: Tommy Luksha, GIS Coordinator, met with the Board to discuss this year's gas tax maps. Jani Flinn, Grant Administrator, was present for this portion of the meeting. Jim read the memo from the Montana Department of Transportation (MDT) regarding Fuel Tax certification. Tommy noted that several roads added to last year's certification list came back as ineligible, and discussion ensued about MDT's methods for determining eligibility. He said some determinations can be protested, there was discussion about specific roads to send to MDT for consideration, and Tommy will scan and keep a file of the roads added and contested. After discussion, Jim Hart moved to approve the Yearly Fuel Tax Certification of Roadway Mileage for FY2022, and note some future corrections on ineligible sections for next year. Ron Nye seconded the motion. All voted aye and the motion carried. Jim said the amount the County receives annually in gas tax funding is \$100 per mile for MDT-certified roads.

Public Discussion on Items Not Listed on the Agenda but Within the Board's Jurisdiction: Brett Schriock, IT Director, updated the Board on the status of the County's email system, which has not been working for several days. Tommy Luksha, GIS Coordinator, and Jani Flinn, Grant Administrator, were present for this portion of the meeting. Brett said the server is up and in the database, the IT Department is working on transferring information into Microsoft, and he hopes by the end of the day they will be able to give the employees a more definite update. Email will be working soon but no one will have access to their old emails until someone from IT comes around to each computer to convert the data, and it is possible that a couple of email files were corrupted but they won't know until they get started with the process. IT has completed the County's part of the conversion and now it's all in Microsoft's hands. He will call the nursing homes to inform them about what is happening. Ryan said this process is also the County's big migration from in-house to the cloud, which is a big step. Brett discussed backup and longevity benefits and said the majority of people are making this move, and Ryan discussed the County's need to retain files and data and said this will help with growth and make the system much more robust. Brett discussed backups and reiterated that email addresses will not be changing, which was initially part of the draw to Microsoft 365 before any problems occurred. Tommy asked about backing up files on each server or whether everything will be cloud-based, and Brett said he will find out more but doesn't see why files couldn't be backed up locally. He discussed County server space and storage and the length of time it takes to move data, which will now be much improved. He reviewed Microsoft's current issues, attacks from Russia and China, and an update that is causing printing issues for some employees, which IT can fix with a phone call. Brett left the meeting at this point, and Ryan noted that in his and Brett's many years of IT experience they have never seen something

like this happen before, he described a “perfect storm” of things going wrong including the County’s server crash, data corruption, and the Outlook Exchange bug that has been hiding undetected in the background since January and has affected over 30,000 businesses. He said so far most County email boxes look like they are intact, hopefully none are corrupted, and he anticipates IT will have good news later this afternoon.

ThinkOne Architects: Bill Hanson, ThinkOne Architects, and Jim Jarvis, Virginia City Historic Preservation Officer, met with the Board via Webex to discuss the following topic.

- **Administrative Office Building Canopies:** Bill provided architectural drawings of the canopies proposed for the front entries of the Administrative Office Building and described the structural details, including how snow load will be handled, and how the structural weight will be borne by cables and rods attached to building tabs, avoiding any load on the soft foundation. He noted the half round style of the columns which tie in with the Courthouse, and Jim Jarvis described how the roof system on the main entry will be trimmed out based on a drawing made by John Ellingsen to also resemble Courthouse details. He said the roof will drain to the east into the landscaped area, drainage was discussed further, and Bill will ensure that moisture flows away from the side of the building. He and Jim discussed other details such as filigree and trim painting. All agreed the next step is to advertise for bids as soon as Bill completes a detailed bid package, so the timeline is to advertise in April, hire a contractor in May, and because Bill estimated fabrication will take about a month he thinks everything could be in place by mid-July. There was brief discussion about ADA access being considered at the Library/Museum, possible grants, and Courthouse ventilation.

Calendars: There was no discussion on this topic.

With no further business, the meeting was adjourned at 4:18 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, March 23, 2021, beginning at 9:30 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana.

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: April 20, 2021

Minutes prepared by:

Jane Bacon, Commissioners’ Clerk

Attest: _____
Paula McKenzie, Clerk and Recorder, Madison County