

BOARD OF MADISON COUNTY COMMISSIONERS
August 10, 2021, Meeting Minutes

On Tuesday, August 10, 2021, a meeting of the Board of Madison County Commissioners came to order at 9:31 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Chairman, and Jim Hart present. Laurie Buyan, Executive Assistant to the Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Joe Brummell, Gail Nelson, Kila Shepherd, Allison Veland, Brett Schriock, Vicki Tilstra, Pam Birkeland, Jani Flinn, John (Shorty) Roberts, and Susan Vonasek. Ryan Wolter, IT Support Specialist, was present to administer the Webex connection. Those present via Webex were Jani Flinn, Jolene Palmer, Kathy Barnes, TL, B, Craig Erickson, Becky Lawson, Britani Allhands, and Janie Alt.

Fire Update: Joe Brummell, DES, presented a briefing on local fires and fires throughout the State. He stated that there are currently 72 active fires in the State, with a total of 1931 for the year and 624,093 total acres burned to date. He discussed a shortage of fire fighters and fire managers in the State. Joe then reviewed the Goose Fire which has burned 7,522 acres and is now 80% contained. He also reviewed the status of the Trail Creek Fire, the Christensen Fire, the Alder Creek Fire, and the Black Mountain Fire. He showed maps of the Goose Creek Fire, the drought index, (noting that it is severe in Madison County) and Air Quality. Upcoming items will be a procurement policy and landfill issues.

Commissioner Ron Nye joined the meeting at 9:40 a.m. and was present for the remainder of the meeting.

Approval of Minutes: Ron Nye moved to approve the June 2, 2021, Preliminary Budget Hearing minutes as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

Nursing Homes COVID Update: Gail Nelson, Tobacco Root Mountains Care Center Administrator, updated the Board on the status of COVID at TRMCC. Kila Shepherd, Human Resources, was present for this portion of the meeting. Gail stated that they currently are not affected by the new variant; they are still allowing visitation; they are requiring masks; they are testing once a week for those who are vaccinated, and twice a week for those who are not. She added that they are planning on a new surge, noting that when COVID began they had funds to cover some of the expenses but doesn't think they'll get additional funding this time. She reviewed new hires including Valarie Marshall, who is the new Director of Nursing. The facility currently has a census of 25 with three local people who are being considered for admission and possible other admissions. Dan stated it is good to see the cost of travelers going down. Gail added that they have also been able to decrease the cost of housing. Ron asked if all the residents are vaccinated. Gail responded that all but one are vaccinated. Allison Veland, Madison Valley Manor Administrator, updated the Board on the status at the Manor. She discussed PPE, noting that some of what they have is not acceptable, they are not allowed to reuse it, and they have to make sure they have adequate PPE on hand. She added that the cost is not going down. Allison stated that they currently have a census of 16 with one admission today but are now in outbreak status because of a staff member who tested positive. She stated the person was caught at the door so there was no spread and discussed the rate of staff vaccinations. Allison also updated the Board on the status of the recent health survey. Dan asked if they test the surveyors. Allison responded that they do, adding that they are managing precautions and trying to keep everyone as safe as possible.

Barracuda Email Backup System: Brett Schriock, IT Manager, met with the Board to request an upgrade to the Barracuda Email Backup System. Gail Nelson, Tobacco Root Mountains Care Center Administrator, and Allison Veland, Madison Valley Manor Administrator, were present for this portion of the meeting. Brett stated that the nursing homes have asked him for something that could encrypt sensitive emails. He is also looking for something that would have the ability to give a weekly forecast of what's going on with the County's communication equipment, one of which is the Barracuda email archiver that is currently on premises. He is looking at options that have come up. One has the ability to store emails in the cloud and

encrypt emails. He stated there is a little bit of additional cost but it is within his budget and that he is not asking for any additional funding. He is merely asking to move emails to the cloud and encrypt them if necessary. Both nursing homes administrators spoke in favor of the proposal. Based on the recommendation of the IT Director and the nursing homes administrators, Jim Hart moved to approve the migration of email to a cloud-based back up system with the ability to encrypt and protect emails to meet HIPAA and SOX requirements. Ron Nye seconded the motion. All voted aye and the motion carried.

Rock Mountain Development Council FY21 Payment: Pam Birkeland, Mental Health Local Advisory Council, met with the Board to discuss funding for the Sheridan Senior Companions through Rocky Mountain Development Council. Vicki Tilstra, Finance Officer, was present for this portion of the meeting. Pam distributed a letter requesting funds for last fiscal year with an expense report attached. She stated that she did not submit a claim for last year's allocation and is requesting funds for both this fiscal year and last for Senior Companions for the amount of \$8,600 for both years. She also discussed other entities that are funded through this fund including Action Inc and Western Montana Mental Health. She added that the contract for Western Montana Mental Health has not yet been renewed this year and discussed the status of that service. Following discussion, Ron Nye moved to make payments for 2021 and 2022 in the amount of \$8,600 to Rocky Mountains Development Council for the Sheridan Senior Companion program. Jim Hart seconded the motion. All vote aye and the motion carried. Dan questioned the mileage reimbursement rate and wondered why it's not the federal rate. Pam will check on the mileage rate.

Claims: The Board approved claims.

Safety Coordinator Credit Card and Vehicle Use: The Board discussed the needs of the new Safety Coordinator. Dan stated that we need to get a credit card in Mike Callahan's name so he can order the things he needs to order and discussed vehicle use. He noted we need to get a handle on some of the vehicle use. He added that they have discussed him getting a vehicle when he gets to work and going from there and there was also discussion about anticipating times when it would work better to have a vehicle at home. Dan stated that employees using County vehicles to get back and forth to work is one of the biggest complaints we get. The vehicle mileage log will help some of that. He discussed a vehicle that was seen in Lima and no one knows who was using it. Laurie stated that Bob Bates, former Safety Coordinator, and Mike Callahan, new Safety Coordinator, came to her office yesterday asking about a credit card. She stated that Vicki is the one who issues credit cards. She added that Mike has a pin for the gas cards. Following discussion, Ron Nye moved to approve getting a credit card for Mike Callahan. Jim Hart seconded the motion. All voted aye and the motion carried. There was further discussion about vehicle use. Dan stated that Kila is working on a policy. Laurie stated that there will be a log sheet for those who have a vehicle assigned to them that they will turn in once a month and one for the spare vehicles that will be issued and returned each time the vehicle is used.

Craig Erickson, Great West Engineering, and Becky Lawson, SMA Architects, met with the Board via Webex to discuss the following topics. Jani Flinn, Grant Administrator, was present for this portion of the meeting.

- **Madison Valley Manor Project:** Becky stated that the Notice to Proceed for TW Enterprises is ready for signature and they are ready to start the project for the boiler and generator replacements at the Madison Valley Manor. She stated that approval of the notice sets the start of work and reinforces the end date of April 2, 2022. She noted that they are still expecting the boilers to be replaced by the middle of September. Following discussion, Jim Hart moved to approve the Notice to Proceed for the Madison Valley Manor Infrastructure Upgrades - boiler and generator work, between TW Enterprises and Madison County. Ron Nye seconded the motion. All voted aye and the motion carried. Becky stated that they will be setting up a Zoom meeting for a pre-construction conference, hopefully next week. Craig also noted that the invoice for the freezer repairs is reimbursable from CDBG and has been submitted. There was further discussion about the freezer.
- **Madison County Arena – Tourism Grant:** Craig discussed a tourism grant that is due September 15, 2021, stating that he thinks it's good to go and has in fact started the application. He discussed a task order that was approved back in 2018, task order 16, and thinks the application can be done for the remaining amount of funding in that task order which is \$2,100. He spoke with Becky this morning about a statement of work and probable cost. She will put that together for him. He is also looking at funding from the Economic Development Administration for tourism. He noted that COVID was hard on tourism

and thinks the arena project might be a good fit. Following discussion, Ron Nye moved to allow Great West Engineering to proceed with a Tourism Grant Application under Task Order 16, that was approved in 2018, for the amount of \$2,100 that is left in the task order. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Tobacco Root Mountain Care Center:** Craig discussed the proposed project for the Tobacco Root Mountains Care Center, stating that the Sheridan Town Council met last night. They are very supportive of the project and want to help but had a lot of questions about the administration of the CDBG funding and what their responsibility will be. They would like to meet with Craig and Dan this afternoon to further discuss the project. Craig stated his only concern is that the deadline for the application submission is September 15th and he's worried that they're trying to do too much in too little time.

Twin Bridges Levee Accreditation Feasibility Studies: Ron Nye stated that the County is piggy-backing with the Town of Bridges on the accreditation of the levee, and reviewed a letter that landowners will receive. He added that Jonathan Weaver, Great West Engineering, is working on the project and basically they are going to drill into the levee to evaluate the feasibility of accrediting it. He stated if they can get it accredited, it will help with insurance costs. He noted that no action needs to be taken, he merely wanted the Board to be aware of what's happening.

County Road Budgets: The Board discussed County road budgets. Britani Allhands, Finance Assistant, and John (Shorty) Roberts, Ennis resident, were present for this portion of the meeting. There was discussion about creating a road policy as other counties have for things like encroachment permits, weight restrictions, and other items. This is a concern due to the rapid growth of the County.

- **District 3 Water Truck:** Dan stated there was a discrepancy on a water truck that was leased by Road District 3 but the issue has been worked out. He explained that District 3 leased the truck and then wanted to purchase it, adding that with the purchase of this truck and paying back funds that came out of general road for the snow plow trucks, it will restrict any further purchase of equipment from the District 3 budget for the remainder of the year. He noted that Jim Hart, District 3 Road Supervisor, agreed to that. There was discussion about the amount of insurance needed on the water truck. Shorty asked which year was being discussed when it was stated that there would be no spending until the end of the year. Dan clarified that it meant this fiscal year which ends in June of 2022. Ron clarified that this is related to capital expenditures. Shorty asked if no means no, and that there would be no more spending. Dan replied yes, in Road 3 there would be no more spending. Following further discussion, Ron Nye moved to approve the purchase of the District 3 water truck, pay back the general road fund for road grader funds that were used for snowplow purchases, and to restrict any further capital purchases from Road District 3 in Fiscal Year 2021-2022. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Resolution Regarding Allocation of County Road Budgets:** The Board reviewed a resolution regarding the allocation of county road funds. Jim Hart read the proposed resolution. Dan Allhands then read MCA 7-14-25 related to spending of county road funds. He stated we need to have guidelines to go by for future commissioners. There was discussion about amending the budget if necessary. It was agreed this would be added to the resolution. Ron Nye moved to approve Resolution 34-2021, a resolution establishing a method for allocation of county road funds, subject to the County Attorney's review. Jim Hart seconded the motion for discussion. Jim stated it's a little bit short-sighted, adding that commissioners in the past created a method, whether in writing or not, of determining an allocation for road funds probably by mileage and population, and/or traffic. What's happening now is because population in Dan's District is spilling over into the Madison and it is also happening in the north. The result is that District 3 has the smaller number of roads but is increasing in population and traffic. He stated he would like to encourage a little more evaluation on this split evenly according to miles. He discussed a report that was done several years ago which determined the number of roads in each district. He also discussed the percentage of funding that District 3 would get, stating that he didn't think he could operate on that amount. There was discussion about the population in Big Sky and the number of county road miles in Big Sky. It was noted that there are three miles of county roads in Big Sky and that almost all of the subdivision roads are private. Ron discussed agricultural traffic on the roads in District 2 and recreational traffic, adding that Dan has mines in his district, pointing out that even though there may be more people on the Madison side it may not have more impact than what's on the other roads. Following discussion, Dan called for the question. Dan Allhands and Ron Nye voted aye. Jim Hart was opposed. The motion carried on a majority vote.

- **Resolution Regarding Purchasing and Disposing of County Property:** Dan read a proposed resolution related to purchasing and disposing of county property. Following discussion, Ron Nye moved to approve Resolution 35-2021, a resolution for purchasing and disposing of county property, stating that purchases of \$10,000 or more by any department other than the Sheriff's Department will be placed on the agenda for approval by the Board of Commissioners; and that disposal of County owned property, regardless of the value, will be done in accordance to Resolution 14-2021. Jim Hart seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

Certifications of Drug Free Workplace: Susan Vonasek, Victim Advocate, met with the Board to discuss a Certification of Drug Free Workplace. Kila Shepherd, Human Resources, was present for this portion of the meeting. Susan stated the form is one that gets signed each year. Jim Hart asked about the amount of the grant for this year. Susan responded that the grant award was already approved by the Board and that the amount is \$80,168, and that this should have been with it but was not. Following discussion, Jim Hart moved to have the Chairman sign the Certification from the U.S. Department of Justice regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements. Ron Nye seconded the motion. All voted aye and the motion carried.

Kila Shepherd, Human Resources, met with the Board to discuss the following topics.

- **Recommendation to Hire Planning Technician:** Kila discussed the Planning Tech vacancy, stating that they went through the selection process and listed those who served on the selection committee. Based on the recommendation of the selection committee, Jim Hart moved to approve hiring a new Planning Technician, Samantha Devore, at the rate of \$20.47 per hour, with a start date of August 23, 2021. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Madison County Personnel Policy and Procedures Manual Final Revision:** Kila discussed the revised Personnel Policy manual stating that it has been reviewed and approved by Justin Ekwall, Deputy County Attorney. Following discussion, Ron Nye moved to adopt Resolution 36-2021, a resolution adopting the revised Madison County Personnel Policies and Addenda, effective August 10, 2021, superseding all other personnel policies and amendments. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Closed Session:** At this point the meeting was closed to the public for discussion with Human Resources regarding a personnel issue. A recording of this session was sealed and delivered to the County Attorney's office.

With no further business, the meeting was adjourned at 2:30 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, August 17, 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: September 7, 2021

Minutes prepared by:

Laurie Buyan, Executive Assistant

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