

COMMISSIONERS APPROVAL

IMAN 

CHILCOTT 

FOSS 

KANENWISHER 

STOLTZ 

PLETTENBERG (Clerk & Recorder)

Members Present.....Commissioner J.R. Iman, Commissioner Suzy Foss, Commissioner Ron Stoltz and Commissioner Matt Kanenwisher

Date.....March 7, 2011

► Commissioner Chilcott was in Washington D.C. for a NACo Legislative Conference through out the week.

► Minutes: Glenda Wiles

► The Board held a Department Head Meeting at 9:00 a.m. Numerous department heads were present for issues as follows:

- Records Retention – Clerk & Recorder Plettenberg gave an overview of records retention presenting a draft for records retention. It was agreed to allow each department two weeks to review the draft prior to the records retention committee meeting to review comments. Regina will also get some prices and schedule out for shredding this week to each department head.
- Copier Purchases – I.T. Director Joe Frohlich gave an overview of the new policy for copier purchase/leases. An important issue is utilizing a single vendor for best services and lowering the costs for the County as well as consolidating copiers at centralized locations.
- Budget FY 2012 – Chief Financial Officer Klarryse Murphy addressed the upcoming budget year in regard to budget sheets/detail for 2011/budget narrative/calendaring for hearings/budget adoption
- Grants – Glenda Wiles asked for all departments that have grants to schedule a quarterly report date with her so better tracking of reimbursable is met.
- Building issues – Commissioner Iman addressed the mitigation for the ice build up at the administrative center and roof snow at the museum. Extension Agent Bobbie Roos asked for a motion light at the north western corner of the alley way. Maintenance Supervisor Brian Jameson indicated he is working on a proposal for the Commissioners to approve which includes lighting.

- Policies for computer usage – Joe Frohlich indicated a policy has been drafted and will soon be approved by the Commissioners. The Web Server is being moved to the state and will allow each department to work on their own sites. Joe also noted the Summons 911 icons are all up and running with the exception of Motor Vehicles and WIC.

▶ Minutes: Beth Perkins

▶ The Board met at 10:30 a.m. to re-address the scope of work for the Request for Qualifications for the Airport Engineer. Present were Airport Manager Page Gough, David Hedditch, Scott Weyl, George Marshall, William Menager, Rick Donaldson from Peccia & Associates and Administrative Assistant Glenda Wiles.

Administrative Assistant Glenda Wiles recapped the previous meeting for the Request for Qualifications and requested direction from the Board as to where they would like to have the E.A. addressed within the RFQ. Commissioner Kanenwisher requested the E.A. be left out of the RFQ. Glenda asked if it is the wish of the Board to leave out the E.A. in the RFQ, does this Board intend to revisit the E.A. at a later date. She stated if they are going to revisit it, then it should be included now. Commissioner Kanenwisher disagreed. Rick Donaldson stated the engineering selection is about to expire. During which there has been the ongoing environmental assessment as well as the AWOS tracking system for projects. A selection needs to be made if the Board would like to get started on other projects. Commissioner Iman stated there is conflict if a change is made by separating the scope of work. The Board will need to come to a resolution of what needs to be done. Commissioner Kanenwisher stated this new five year period for engineer; any amended E.A. is easily a separate issue and should not be intergraded. Glenda clarified by leaving the E.A. out of this RFQ and then the Board revisits it; it will require a new RFQ. Commissioner Iman gave some history of the E.A. to the Board. Page stated in order to do projects next year, an engineer needs to be selected and apply for funds this year.

Commissioner Stoltz made a motion to accept the RFQ with number six for the E.A. update be removed. Commissioner Kanenwisher seconded the motion and all voted “aye”. (4-0)

▶ The Board met with Nick Hooper to discuss and decide whether to house car seat grant funds at 11:00 a.m. Present were Administrative Assistant Glenda Wiles and William Menager.

Administrative Assistant Glenda Wiles gave a brief history of a previous grant that was housed by the County that is no longer in use. Nick Hooper decided to apply for \$1,000 RAP family grant in order to purchase car seats and has requested Ravalli County be the fiscal agent for the grant.

Nick Hooper stated he is a volunteer and paid for his own training to become a CST. He also volunteers every first Saturday of the month at Mildenerger Motors for car seat

fittings. He is a member of the Ravalli Safe Kids Coalition operating under the umbrella of Missoula Safe Kids. He has also collected funds to keep the program going to purchase car seats for those in need. Nick explained the grant requests an agent to house the funds. Although he is operating under the Missoula 501(3) C status, he would like to see the funds stay within the County. Commissioner Iman stated in order to house funds, it has to be specific and in its own line item. Commissioner Kanenwisher asked why the hospital is not involved. Nick replied the people in need have to be pre-qualified for low income through public health, Ravalli County Head Start and Ravalli County DPHHS.

Commissioner Kanenwisher made a motion to house the RAP family grant funds for Ravalli Safe Kids Coalition for the purchase of car seats only. Commissioner Foss seconded the motion and all voted "aye".

▶ The Board met to interview Jan Wisniewski for the Open Lands Board opening at 11:30 a.m.

▶ The Board met to open bids for the Commissioners Conference Room Audio system at 1:30 p.m. Present were Administrative Assistant Glenda Wiles and Ravalli Republic Reporter Whitney Bermes.

Glenda presented the Board with two bids received for the audio system as follows:

TRC Solutions Inc. bid \$5,723 installed with labor included. Optional upgrade of recording of minutes and hearing assist system.

Acoustics Visions bid \$7,450 installed with labor included. Optional upgrade of microphones and upgrading of the unit into a recording system.

Commissioner Kanenwisher made a motion to release the bids to I.T. Director Joe Frohlich for review and recommendation. Commissioner Foss seconded the motion and all voted "aye".