

Notice: These minutes are paraphrased and reflect the proceedings of the Board of Commissioners. MCA 7-4-2611(2) (b).

MONDAY, SEPTEMBER 16, 2013

[Audiofile](#)

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairman Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

Chairman Holmquist led the Pledge of Allegiance.

Chairman Holmquist opened public comment on matters within the Commissions' Jurisdiction, no one present to speak, Chairman Holmquist closed the public comment period.

MONTHLY MEETING W/ LISA SHEPPARD, AOA

9:00:11 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, AOA Director Lisa Sheppard, Clerk Kile

Sheppard reviewed the following monthly report with the commission.

Below are two tables, one for performance measures and one for workload indicators, showing FY 2013 actuals, FY 2014 targets, August 2013 totals, and fiscal year-to-date totals. Some information is not yet available and will be reported in future months. Additional detail may be reported in the program sections below. Numbers highlighted in yellow have been revised since the last report.

Performance Measures and Workload Indicators

MEASURE	FY 2013 Actuals	FY 2014 Target	August 2013	Total Last Report	Total/Avg. to Date	% Target
# Receiving Independent Living Services	317	350	33	125	158	45%
# Receiving Meals on Wheels	349	373	31	185	216	58%
# of Seniors Receiving Congregate Meals	817	832	57	405	462	56%
# of Eagle Transit Dial-A-Ride Customers	368	470	85	298	383	81%
# of RSVP Volunteer Hours	40,468	32,000	not yet available	N/A	0	
# of Public Outreach/Education/Media Efforts	35	48	4	7	11	23%
% of MOW/Ind. Living Recipients at Moderate to High Risk of Institutionalization	N/A	70%	82%	78%	82%	117%
Per Meal Cost of Nutrition Services	\$6.08	\$6.00	\$3.18 - July	N/A		
% of Annual Survey Respondents Who Indicate Overall Satisfaction with AOA Services	N/A	90%	N/A	N/A	N/A	
Maximum # of Public Complaints About Transportation Services per Month (no more than 60 annually)	N/A	5	not yet available	2	not yet available	

* Based on staff assessment using "at-risk" matrix

WORKLOAD INDICATOR	FY 2013 Actuals	FY 2014 Target	August 2013	Total Last Report	Total/Avg. to Date	% Target
Nutrition						
Meals Served	76,893	78,000	6,990	6,797	13,787	18%
# Nutritional Assessments Conducted	not yet available	560	not yet available	63	not yet available	
Transportation						
Total Ride Count	93,928	96,000	6,977	7,310	14,287	15%
Dial-A-Ride Count	not yet available	40,320	2,789	2,744	5,533	14%
City and Commuter Ride Count	not yet available	55,680	4,188	4,566	8,754	16%
Information and Referral						
Outreach, Info and Referral Contacts	not yet available	16,300	not yet available	1,639	not yet available	
Independent Living						
Homemaker Units of Service	3,318	3,780	255	262	517	14%
Escorted Transportation Units of Service	1,845	1,768	139	137	276	16%
Respite Units of Service	2,742	2,932	191	235	426	15%
Community Support Units of Service	N/A	N/A	33	15	48	
Medicare Counseling Units of Service	not yet available	1,300	not yet available	257	not yet available	
Monthly Ombudsman Visits	19	19	not yet available	21		
RSVP						
Volunteers Recruited/Enrolled	493	500	not yet available	342	not yet available	
Volunteer Work Stations Developed and Maintained	59	60	not yet available	59	not yet available	
RSVP Newsletters Produced and Distributed		6	1	0	1	17%

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(Continued)

AOA Administration

Budget

- FY 2013: Admin staff continue to work with finance to close out FY 2013 transactions. Once that is complete, staff will complete the revisions of the final financial reports for DPHHS.
- FY 2014:
 - We are in the process of revising FY 14 estimates based on FY 13 actuals and anticipate requesting a budget amendment to address any changes needed.
 - Charlie Rehbein, Montana Aging Services Bureau Chief, has alerted us that there is a possibility of a 7-9% cut in FY 14 federal funds. This is not a given or necessarily a likelihood. We should know more in October. We will prepare a budget scenario based on the 7-9% cut and will take it into account in decisions regarding current operational expenses.

State/Legislative Issues

- **Community First Choice Committee:** Lisa will attend the next meeting in Helena on 9/20/2013 to review the CFC State Plan Amendment and begin work on implementation.
- **M4A:** Lisa was unable to attend the quarterly M4A meeting in Havre on 8/27-28/2013.

Building

- **New building:** Nothing to report.
- **Kelly Road:** We are exploring ways to accommodate new staff likely to be hired in the next few months.

Advisory Council

- The Finance Committee and Council met on 9/12/2013.
- Members discussed budget and program updates, by-laws revisions, upcoming wellness screenings at the senior centers and the possibility of creating a partner 501(c)(3) nonprofit to handle donations and engage in fundraising.
- A Planning Committee was formed to work on the Governor's Conference on Aging to be hosted by AOA in May 2014.

Research and Program Evaluation

- We have completed our participation in a study by the U.S. Administration on Community Living on the effectiveness of different approaches to service provision to inform better delivery of long-term services and supports (LTSS). We will report on results as soon as they are available.
- Area IX clients continue to be contacted to participate in the U.S. Department of Health and Human Service's Eighth National Survey of Older Americans Act Participants in coordination with the Montana DPHHS.

Outreach/Education/Media - Increased outreach is a goal in our Area Plan on Aging (Oct. 2011- Sept. 2015)

- On 8/6/13, Lisa presented about AOA services to the Kalispell Lions' Club, approximately 23 in attendance.
- On 8/9/13, The Daily Inter Lake reported on scams targeting seniors. Ruth Pomeroy, SHIP/SMP counselor and RSVP volunteer contributed to the article.
- On 8/16/13, Ruth was interviewed on KGEZ about Medicare fraud and other scams targeting seniors.
- Lisa presents info on AOA weekly to a local chapter of BNI.
- Staff are in the process of putting together info to update the AOA web pages.

Eagle Transit

- Glacier National Park cooperative agreement: Eagle Transit and GNP staff completed the post-season review on 9/12/13.
 - Total ridership on the shuttles was 150,622 (111,031 west and 39,591 east), up almost 9% from 138,398 in 2012.
 - The busiest day of the season was 7/31/13.
 - The daily ride average was 2,353 (1,734 on the west side and 619 on the east side).
- The Transportation Advisory Board met on 9/5/13. Members discussed and approved the proposed job description for the Transportation Manager position.
- Human Resources:
 - Jim Boyd, Eagle Transit Operations Lead is acting as Interim Transportation Manager and will do so until the position is permanently filled. The Commissioners approved the revised Transportation Manager job description and posting on 9/12/13. We will post the position within the next week or so in multiple forums for a total of 4 weeks.
 - The Park Operations Lead position has not yet been filled. We anticipate posting this position shortly as the Park Lead also works at Eagle Transit during the off-season.

Nutrition

- The number of individuals requesting frozen meals has increased significantly in the last couple of months. Frozen meals are offered to those who need weekend meals or who live in areas too remote for hot meal delivery.
- Nutrition Manager J.R. Isles will participate in the Earthquake preparedness tabletop exercise on 9/20/13.

I & R/Assistance

- Commissioners approved posting the half-time Ombudsman position, which closes tomorrow.
- Medicare open enrollment begins October 15, 2013 and runs through December 7, 2013. AOA staff and volunteers will offer Medicare counseling by appointment at Kelly Road and the senior centers.
- Additional client data:
 - 35% are rated at the highest risk of institutionalization in at least one category.
 - 69% are at a high overall risk of institutionalization.
 - 71% live alone (in comparison, 27.5% of all seniors in Montana live alone)
- IT has completed a "draft" of our new database and it should be available shortly for testing.

RSVP

- Grant update:
 - **We have completed and submitted our application for an additional \$100,000 CNCS grant to address local needs related to health care access and to increase supports to help seniors age in place.** We anticipate a decision by the end of this month. If awarded, we will have until March 2015 to expend the funds. Efforts will focus on outreach and education regarding health care and insurance options, connecting people to community-based services (with an emphasis on veterans), reducing hospital readmissions, enhancing telephone reassurance services, and supporting innovative respite and companion care services.
- The RSVP Advisory Board met on 8/29/2013. Members discussed the new grant opportunity, debriefed the rest area at the Fair and confirmed final plans for the Annual Volunteer Appreciation Banquet.
- The banquet was held on 9/10/13 (details in next month's report).

Senior Mobile Home Repair

- The Advisory meeting was held 9/10/2013.
- One project was completed. Four are nearing completion. Two are approved and ready to begin. Thirteen projects are approved but awaiting funding
- Funding:
 - BNSF request for \$3500 must be resubmitted
 - An application for \$10,000 has been submitted to the Sportsman Ski Haus Foundation

Senior Centers - A primary AOA focus is outreach to area Senior Centers to build relationships, extend support, and explore new opportunities for partnership.

- Lisa participated in the Quarterly Senior Center Board Presidents' meeting on 8/19/13
- Kathi Kallis, Office Administrator, provided budget information to the North Valley Senior Center Board on 9/5/13.
- The Whitefish Community Center held its annual Oktoberfest fundraiser on 9/15/13.
- Russ and Jean Penne celebrated their 60th wedding anniversary at the Kalispell Sr. Center on 9/15/13.

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(Continued)**

MONTHLY MEETING W/ MARK CAMPBELL, FAIRGROUNDS

9:15:38 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Fairground Operations Manager Mark Campbell, Clerk Kile

Campbell reviewed the following monthly report with the commission.

Current Projects

- Corrected a collapsed storm drain line near the Entry Office/Barn A.
- Replaced garage door on rental house.
- Changed Fire alarm panels in Trade Center – converted to internet connection from landline.

NW Montana Fair & Rodeo

- Finalizing the entries, awards, and exhibitors. Without further delays, checks for awards should be mailed by end of this week.
- Concert refund requests have all but finalized. Only an incidental issue now arising.
- Continuing de-briefings of staff, partners, superintendents, and contracted services. Handicapped accessibility issues have been increasing and several areas need to be addressed. i.e. Grandstands & parking.

Fairgrounds

- Into fall event season with many activities through November.
- All seasonal help has completed their roles.
- Fair/Commissioners Workshop – Tuesday, September 17th

Upcoming Events and Activities

- Taste of Home – September 17th
- Rabbit Show – September 21st
- Wolf Trapping Seminar – September 21st
- Flathead Quilt Show – September 27-28th
- Paper Drive – September 28th
- Health and Safety Fair – September 28th
- Kalispell Ski Swap – October 4-5th
- Log Jam Benefit – October 5th
- Three Rivers Bank – October 10th
- Raceway Park Banquet – October 12th
- Montana Land Reliance – Ag Seminar – October 15th

OPEN RFP'S: ADA EVALUATION

9:30:03 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Grant Writer Debbie Pierson, Clerk Kile

RFP'S were received from MJK Architectural Services, J. Constenius Architects, Ltd., CTA Architects, Architects Design Group, and DOWL HKM.

Commissioner Krueger made a **motion** to take the RFP's for an ADA evaluation under consideration. Commissioner Scott **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

CONSIDERATION OF PRINT BIDS: HUMAN RESOURCES AND AOA

9:33:04 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Clerk Kile

Chairman Holmquist read into record Insty Prints was the lowest bidder for 200 copies of the annual health insurance plan description books for \$345.00 for the Human Resource Office.

Commissioner Scott made a **motion** to approve the print bid from Insty Prints. Commissioner Krueger **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

Chairman Holmquist read into record Great Northern Printing was the lowest bidder for two sets of 1000 each business cards for \$37.95 per set for AOA.

Commissioner Krueger made a **motion** to award the print bid to Great Northern Printing. Commissioner Scott **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

DOCUMENT FOR SIGNATURE: DPHHS CONTRACT #13-07-3-01-005-0 AMENDMENT NO. 2

9:34:27 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Clerk Kile

Commissioner Krueger made a **motion** to approve for signature DPHHS Contract #13-07-3-01-005-0 Amendment No. 2. Commissioner Scott **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

**MONDAY, SEPTEMBER 16, 2013
(Continued)**

DOCUMENT FOR SIGNATURE: DPHHS CONTRACT #12-22A-A009/AOA

9:35:28 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Clerk Kile

Commissioner Scott made a **motion** to approve DPHHS Contract #12-22A-A009/AOA. Commissioner Krueger **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

OPEN RFP'S: GATEWAY COMMUNITY CENTER PRELIMINARY ARCHITECTURAL REPORT

9:45:00 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Clerk Kile

RFP'S were received from CTA Architects and Architects Design Group.

Commissioner Scott made a **motion** to take the RFP's under consideration. Commissioner Krueger **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

CONSIDERATION OF (2) 2,000 GALLON FUEL TANKS: ROAD DEPARTMENT AND WEED & PARKS DEPARTMENT,

9:45:56 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Weed/Parks & Maintenance Director Jed Fisher, Public Works Director Dave Prunty, Road & Bridge Fleet Supervisor Corey Pilsch, Clerk Kile

Pilsch reported new federal mandated regulations starting October 1 will be in effect, whereby no regular fuel purchased can be ethanol free. He explained ethanol eats seals and rubber hoses in small equipment and they will end up spending more in maintenance if they don't do this. Pilsch stated he has found a couple of double walled tanks they can purchase for \$12,000 delivered.

Commissioner Krueger made a **motion** to approve purchase of two fuel tanks for the Road and Weed & Parks departments. Commissioner Scott **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

CONSIDERATION OF ADOPTION OF FINAL RESOLUTION: NORTH FORTY RESORT ZONE CHANGE/ SOUTH EAST RURAL WHITEFISH & SCENIC CORRIDOR ZONING DISTRICTS

9:50:29 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Planning & Zoning Director B. J. Grieve, Planner Bailey Minnich, Clerk Kile

Commissioner Scott made a **motion** to approve Resolution 1201J/ North Forty Resort zone change. Commissioner Krueger **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

RESOLUTION NO. 1201 J

WHEREAS, the Board of Commissioners of Flathead County, Montana, held a public hearing, following publication of legal notice, on the 5th day of August, 2013, concerning a proposal to change the zoning designation on 20 acres of a 39.67 acre parcel from SAG-10 (Suburban Agricultural) to BR-2 (Resort Business) only on the northern half of the tract in the S.E. Rural Whitefish Zoning District leaving the southern half zoned Scenic Corridor;

WHEREAS, the Board of Commissioners did hear public comment on the proposed zoning change at that hearing;

WHEREAS, the Board of Commissioners reviewed the recommendation of the Flathead County Planning Board regarding the proposed change in the Southeast Rural Whitefish Zoning District;

WHEREAS, based upon that recommendation and the public testimony, the Board of Commissioners of Flathead County, Montana, in accordance with Section 76-2-205, M.C.A., adopted a resolution of intention (Resolution No. 1201J, dated August 5th, 2013) to change the zoning designation on 20 acres of a 39.67 acre parcel from SAG-10 (Suburban Agricultural) to BR-2 (Resort Business) only on the northern half of the tract in the S.E. Rural Whitefish Zoning District leaving the southern half zoned Scenic Corridor, that area being described as Tract 1 of Certificate of Survey No. 10739, (Assessor's Tract 7A), a tract of land in the East half of the Southwest Quarter (E ½ SW ¼) of Section 10, Township 30 North, Range 21 West, P.M.M., Flathead County, Montana.; and

WHEREAS, notice of passage of that Resolution was published once a week for two weeks, on August 8 and August 15, 2013, and the Board of Commissioners did not receive written protests to the change from forty per cent (40%) of the freeholders in the Southeast Rural Whitefish Zoning District.

**MONDAY, SEPTEMBER 16, 2013
(Continued)**

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Flathead County, Montana, in accordance with Section 76-2-205(6), M.C.A., hereby amends the Southeast Rural Whitefish Zoning District to change the zoning designation on 20 acres of a 39.67 acre parcel from SAG-10 (Suburban Agricultural) to BR-2 (Resort Business) only on the northern half of the tract in the S.E. Rural Whitefish Zoning District leaving the southern half zoned Scenic Corridor, that area being described as Tract 1 of Certificate of Survey No. 10739, (Assessor's Tract 7A), a tract of land in the East half of the Southwest Quarter (E ½ SW ¼) of Section 10, Township 30 North, Range 21 West, P.M.M., Flathead County, Montana..

DATED this 16th day of September, 2013.

BOARD OF COUNTY COMMISSIONERS
Flathead County, Montana

By/s/Pamela J. Holmquist
Pamela J. Holmquist, Chairman

By/s/Gary D. Krueger
Gary D. Krueger, Member

ATTEST:
Paula Robinson, Clerk

By/s/Calvin L. Scott
Calvin L. Scott, Member

By/s/Diana Kile
Diana Kile, Deputy

7:00 p.m. Commissioner Holmquist: Flathead River Commission meeting @ EBB

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on September 17, 2013.

TUESDAY, SEPTEMBER 17, 2013

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairman Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

6:00 p.m. Commissioners' & Fair Board workshop @ Solid Waste District Conference Room

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on September 18, 2013.

WEDNESDAY, SEPTEMBER 18, 2013

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairman Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

NO MEETINGS SCHEDULED

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on September 19, 2013.

THURSDAY, SEPTEMBER 19, 2013

[Audiofile](#)

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairman Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

Chairman Holmquist led the Pledge of Allegiance.

Chairman Holmquist opened public comment on matters within the Commissions' Jurisdiction, no one present to speak, Chairman Holmquist closed the public comment period.

DOCUMENT FOR SIGNATURE: MONTANA RANCH HAND CONTRACT (STORAGE BUILDING) ROAD DEPARTMENT

9:15:43 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Fleet & Shop Supervisor Corey Pilsch, Public Works Director Dave Prunty, Clerk Kile

Prunty reported Montana Ranch Hand was the low bidder for a 40 X 100 foot pole building to be used by the Road Department and OES for storage.

Commissioner Krueger made a **motion** to approve for signature/ contract with Montana Ranch Hand for a storage building. Commissioner Scott **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

**THURSDAY, SEPTEMBER 19, 2013
(Continued)**

DOCUMENT FOR SIGNATURE: SPOKLIE SOUTH GRAVEL CONTRACT FOR TUNGSTEN GRAVEL PIT CRUSHING

9:18:23 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Fleet & Shop Supervisor Corey Pilsch, Public Works Director Dave Prunty, Clerk Kile

Prunty noted the US Fish & Wildlife is paying pit royalty to Tungsten Realty, owner of the pit off Island Lake Road and for crushing of approximately 10,000 tons of 3" minus material to apply to 1.6 miles of Pleasant Valley Road near the refuge headquarters. He reported Spoklie South Gravel was the low bidder at \$3.49/ton for 10,000 tons and roughly \$12,000 worth of pit royalty will go to the landowner (Tungsten). US Fish & Wildlife's budget for the project is \$52,400. Flathead County will deploy the material.

Commissioner Krueger made a **motion** to approve for signature/ contract with Spoklie South Gravel at the Tungsten gravel pit. Commissioner Scott **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

DOCUMENT FOR SIGNATURE: DPHHS CONTRACT #14-07-5-11-018-0

9:21:32 AM

Present: Chairman Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Clerk Kile

Commissioner Scott made a **motion** to approve DPHHS Contract #14-07-5-11-018-0. Commissioner Krueger **seconded** the motion. **Aye** - Holmquist, Scott and Krueger. Motion carried unanimously.

12:00 p.m. Committee for a Better Bigfork meeting @ Methodist Church
1:00 p.m. Commissioner Holmquist: Health Board meeting @ EBB

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on September 20, 2013.

FRIDAY, SEPTEMBER 20, 2013

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairman Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

11:30 a.m. Commissioner Scott: CDC meeting in Missoula

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on September 23, 2013.
