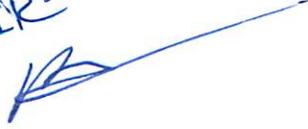


COMMISSIONERS APPROVAL

5/7 FOSS

CHILCOTT 

IMAN 

STOLTZ 

BURROWS 

Date.....October 23, 2012

Members Present.....Commissioner Suzy Foss, Commissioner Greg Chilcott, Commissioner J.R. Iman, Commissioner Ron Stoltz and Commissioner Jeff Burrows

► Minutes: Glenda Wiles

► The Board met at 9:35 for the following administrative matters:

- Bitterroot Valley Septic System Impact Evaluation Grant, Phase 2: Present was Environmental Health Director Lea Guthrie to answer any questions about this grant which included the schedule and use of data from previous grants. **Commissioner Chilcott made a motion to approve this grant with note of the hiring date of the consultants and data from other grants. Commissioner Iman seconded the motion and all voted "aye". (5-0)**
- DEQ Contract for Air Particulate Monitoring: Lea Guthrie explained this annual contract is for cleaning the air filters, monitoring the flow checks etc., on equipment placed in the parking lot near the Courthouse. **Commissioner Chilcott made a motion to execute this contract with Chair signature. Commissioner Burrows seconded the motion and all voted "aye". (5-0)**
- Resolution No. 2918 to amend Fair Commission by-laws: After discussion of the previous by-laws and the proposed by-laws it was agreed to only change the terms of Fair Commission Membership with an ending term date of December of each year. The Commissioners will have Civil Counsel review the MCA and the by-laws from the previous Resolutions will be reviewed by the Fair Commission and Commissioners for future review and possible changes. **Commissioner Stoltz made a motion to adopt Resolution No. 2918 which will address the change in terms only. Commissioner Iman seconded the motion and all voted "aye". (5-0)**
- Food Drive Plan: Chris Cobb of Planning addressed the Board about the collection of food for three food banks in Ravalli County. Boxes will be located at the Fair Office, Courthouse and Administrative Center and Chris will be responsible to transport the non perishable foods to the food banks. **Commissioner Chilcott made a motion to approve of this food drive 10-29 - 11-19-2012. Commissioner Stoltz seconded the motion and all voted "aye". (5-0)**
- Request for Proposal (RFP) for Surveyor: **Commissioner Stoltz made a motion to have an Request for Proposals prepared and sent out for surveyor services.**

Commissioner Iman seconded the motion and all voted "aye". (5-0) Glenda will work on the RFP.

- Commissioner Reports: Commissioner Stoltz discussed the leak in the roof at the road department; MDT's engineering of the round-a-bout at Eight Mile which the Commissioners concurred will be an MDT issue; road priority lists for graveling roads; & asphalt pothole repair work

► The Board met at 10:45 a.m. with Human Resource Director Robert Jenni for an update. Robert suggested a full Commission Board needs to review some potential changes in operation protocol. It was agreed to set this meeting for October 29th at 10:30 a.m. Robert presented Employee Action Forms for signatures.

► The Board met with Maintenance Supervisor Brian Jameson at 11:00 a.m. Brian gave an update on the following issues:

- Courthouse Sewer Sump Tank and necessary repairs (see attached). The Commissioners preferred option # 1.
- Trees around the Courthouse (see attached). The Board agreed to catch some squirrels at this point, continue to prune trees until such time they need to be removed for safety purposes.
- Electricity for Farmer's Market (see attached). Brian noted an electrician's estimate for the service/power being utilized is around \$1,000 for the duration of the Farmer's Market. It was also agreed not to allow vendors to exceed the 50 amps (along the west side of the Museum) and to define the amps along the other sides of the market areas.
- Parking for Farmer's Market on Wednesday's at 4:00 p.m. (see attached). It was agreed if this venue starts to grow, the Commissioners will need to visit with the City of Hamilton about the parking permit issued along the Courthouse during regular visiting hours.
- Potential of hiring another full time custodial employee for the maintenance crew (see attached). No decisions at this time due to budget issues.

► At 2:00 p.m. the Board met with Lynn Hellegaard of the Missoula Ravalli TMA regarding the Transportation Management (TDM) study by the City of Missoula. Discussion included rural and urban transportation services. Lynn will draft an MOU in order to include other counties such as Sanders, Lane and Mineral. The Commissioners will make a review of that draft and possibly have a meeting in Missoula with other counties.

Courthouse Sewer sump tank (Oct. 2012)

The sewer sump tank has a tear in it. The tear is located about 18" below the top of the tank. This fiberglass tank was installed during the construction of the Courthouse Building in 1978.

Here are some options to correct the situation:

Option1) I have contacted a fiberglass repair company. They are sending out a representative to assess the repair.

This procedure would be to:

- 1) Close off all the toilets in the Courthouse except those in the Detention Lobby. The Detention lobby toilets can be used because they are plumbed directly to the City sewer.
- 2) Powerwash the tank and have Sweet Pea pump out the tank. The size of the tank is 4' wide x 8' deep.
- 3) The repairman would then enter the tank and make the repair. During the repair, we would also inject expandable foam around the exterior of the tank at the area of the tear.

Note: I don't have a cost estimate yet, but this option would be the least expensive way to repair the tank. However, it would still leave the tank vulnerable to other tears developing in the future.

During construction, there should have been a concrete tank installed first, and then the fiberglass tank installed inside that. It looks like concrete was installed, but for only half the depth of the tank. Then they put fill around the rest of the tank, which has

deteriorated over the years. It's hard to say for sure just what the original installation looked like, but we know that half the tank does not have proper solid backing now.

Option 2) (Summit Plumbing) Install a concrete tank inside the existing fiberglass tank. This would be more expensive, but certainly a more permanent solution. Procedure:

- 1) Shut off the restrooms as in option 1.
- 2) Powerwash and pump out the tank as in option 1.
- 3) Temporarily remove the tank cover and 2 sewage sump pumps.
- 4) Pour a concrete floor inside the existing tank.
- 5) Install a concrete wall liner "inside" the fiberglass tank.

There's not enough headroom to drop an 8' tank in, so it would be done in 2 steps, install a 4' tank, and then another 4' tank on top of that. The joint between the tanks would be sealed.

- 6) Reinstall the pumps and the tank cover.

ALTERNATE CLASS 7036
Form R
TYPE AG595

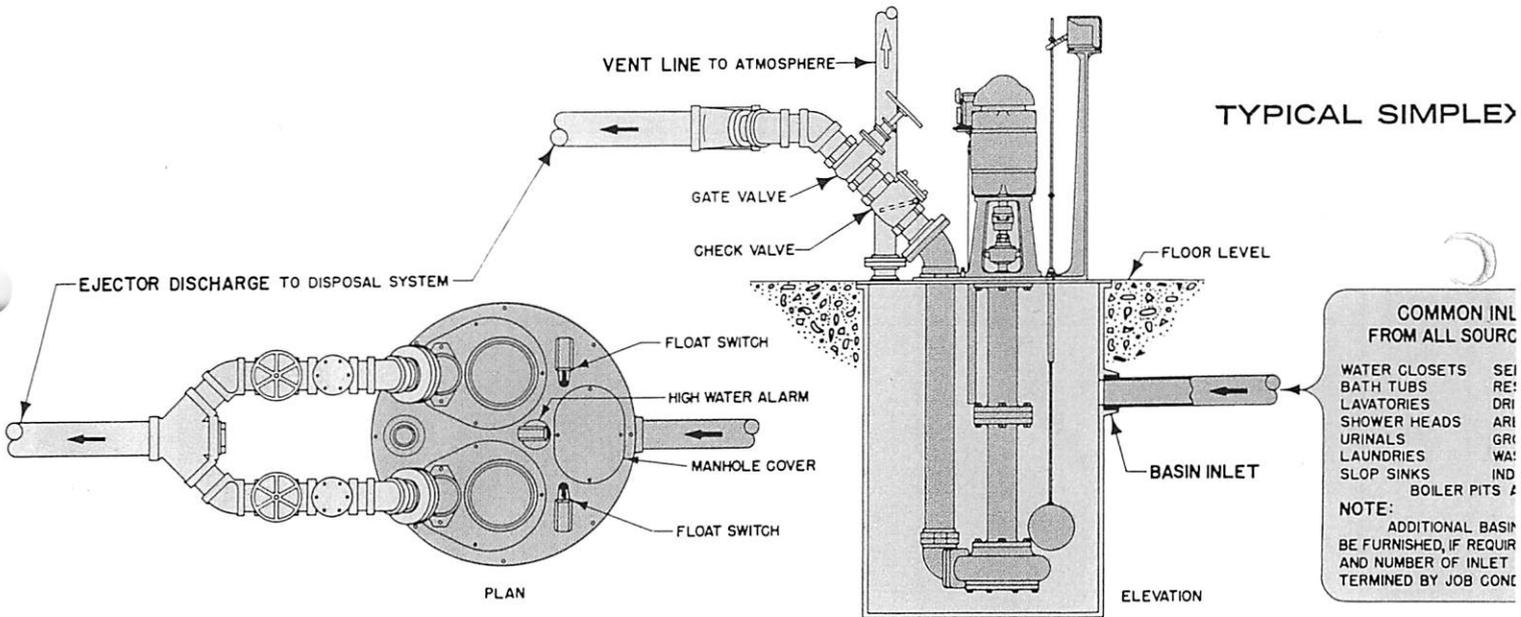
TYPE DF
VSA
sewage ejectors

Furnish and install as shown on plans a duplex VSA-..... vertical submerged sewage ejector unit as manufactured by Federal Pump Corp. Each pump shall be rated G.P.M. at feet Total Dynamic Head, shall have a inch discharge and be built for a pit or basin deep.

Impellers shall be cast iron non-clog balanced design; shafts carbon steel sized for maximum load; thrust bearings ball type mounted in moisture-proof housings mounted above the suspension plate; casings smooth-passage cast iron with renewable bronze sleeve bearing; renewable bronze sleeve intermediate bearings provided for each four feet of unsupported shaft length. Flexible copper grease lines shall be provided for each shaft bearing; suspension plate cast iron with strengthening ribs; suspension leg sections cast iron with integral cast flanges on each end; discharge pipe wrought steel with expansion joints at both ends; top discharge connection shall be 45° elbow with integral ASA standard flange.

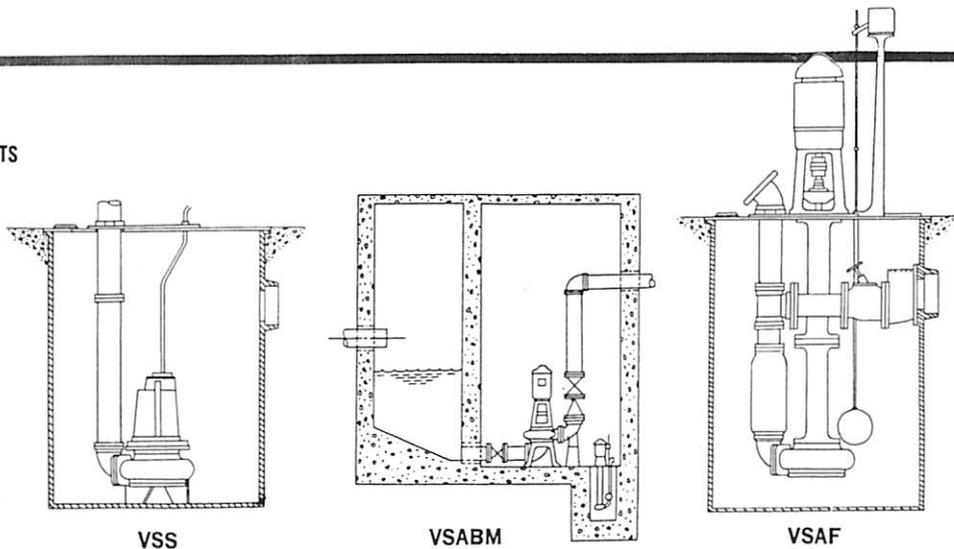
Motors shall be HP, phase, cycles, volts, R.P.M. open, drip-proof ball bearing type.

Furnish a pedestal mounted alternating float switch to alternate the operation of the pumps and provide simultaneous operation when required. Furnish a pedestal mounted auxiliary float switch to turn on both pumps if the alternating float switch is inoperative. The alternating and auxiliary float switches shall have copper floats, brass rods, adjustable stops, galvanized rod guides and shall be equal to Federal Type FS-4.



OTHER SEWAGE EJECTOR ARRANGEMENTS

VSA ejectors are vertical submerged type. Also available are Type VSS submersible ejectors (Bulletin 229A), Type VSABM dry pit ejectors (Bulletin 230A) and Type VSAF FED-FLUSH ejector systems with strainer baskets to hold solids between pumping cycles (Bulletin 232A).



Mod 1-220100-1 1/2
Ser 235---- 728

COURTHOUSE COMPLEX TREE REPORT (10/12)

The boulevard trees belong to the City, but it is the responsibility of the property owners to care for them. The trees on the property that are not on the boulevard belong to the owner. There are 50 trees here at the Courthouse Complex. The trees at the Courthouse Building are approximately 110 years old. The trees at the Admin Building are approximately 80 years old.

The Courthouse boulevard and Admin. Bldg. boulevard trees have been looking stressed. Some of this could be from the smoke and lack of rain this year, but also:

As I understand it, the trees were poorly pruned approximately 18 years ago. This has had a lasting effect on them.

The squirrels are very damaging to the trees. They chew on the wounds and splits in the trees, and keep the wounds from healing. (I have some pictures) The City has informed us that it is OK to trap the squirrels in the City Limits. I didn't want to do that until I had talked it over with you. Installing metal bands on the trees is another way to deter squirrels. This could be very effective at the Admin Building, but less effective at the Courthouse Building because the squirrels can access the trees from the roof.

The trees along the boulevards have had roots cut for the sidewalk replacements over the years. This has also been stressful for the trees. The trees that are not along the boulevards appear healthier.

The City puts chemicals in the sewer drains to clear roots. This also could affect the health of some of the boulevard trees.

Each year we rake and bag the leaves in the Fall and people take them home for mulch. The leaf mulch is also beneficial to our trees, so it would be a good idea for us to use more of this leaf mulch around our trees.

Many of our trees needed better root flare exposure for the health of the tree. Maintenance has recently made this improvement.

I have consulted with Quality Tree Service, and we determined that 2 of the trees are declined enough to be considered for removal. In my opinion these 2 trees will last for many years yet, so I don't think that we have to take them out yet, unless we really want to. We contacted the City and got permission to remove the trees. The cost to remove the 2 trees and grind the stumps is \$1,000. per tree. (this is from Nelson's Tree Service),(McNeil's Tree Service also grinds stumps) After a tree is removed and the stump ground, a new tree can be planted close to the same spot. There are some volunteer maples at the Admin building along the ditch. Perhaps we could relocate 2 of them to the Courthouse Boulevard if we remove the 2 trees at the Courthouse. (We would check with the City first). The City will also make sure that there is a "clear view triangle" where any new tree is planted. The replacement tree should be located next to the area where the tree was removed.

When we do tree removal, we need to check in with Public Works (363-6717). Keith Smith is the Director of Public Works. (369-6717).



Brian's
copy

Farmer's Market 2012 (Oct. 2012)

The Farmer's Market is a very popular fun event that runs for 20 Saturdays each year. During each Market, vendors access electrical power from the Museum, the Courthouse, the Generator shed, and the Youth Court building. There are (21) 120V exterior double outlets and (2) 240V exterior outlets available. (There are also power pedestals located along the Detention Center where the Sheriff's park their vehicles, but we do not allow the Market to utilize those outlets.)

We know that the Farmer's Market power usage of the Museum outlets each Saturday is approximately 200KWH. We know this because we have a meter that monitors the daily usage of the Museum, and on Saturday the amount goes up by an average of 200KWH each week.

200KWH at .09/KWH is \$18. per week. Multiply this amount by 20 (the number of Farmer's Markets) and we get \$360 as the cost of the power used by the Market through Museum outlets.

But The Market also uses power from the Courthouse, Youth Court, and the Generator Shack. So I estimate that the total cost of power each week from the Farmer's Market to be at least (2 x \$360= \$720.) for the season.

Until a few a years ago, the County did not charge for electrical usage by the Farmer's Market, because it used to be run by the Museum. But now it's no longer run by the Museum, so we've been charging the Market \$100. per season for electrical usage. But the Market has grown and so has the electrical load.

I understand that the Market charges vendors for electrical usage, but I don't know how much.

(I recommend ^{raising it to} \$500. (at least))

Brian's COPY

10/12

Farmer's Market (Wednesday evenings)

My concern is having Bedford Street closed off part of Wednesday afternoon, The Market wants all vehicles removed from Bedford St, by 4pm, which can be disruptive to Courthouse business. (Handicap access, PHN access, WIC access, District Court access, Youth Court access, Clerk of Court access, County Attorney access, and so on.). And oftentimes there are jury trials that run well beyond 5pm. The Wednesday Market has had very small turnouts so far, but it could grow into a much larger event.

My recommendation is that a Wednesday Market should not start until after 5pm which would minimize the disruption to Courthouse business. And if the Wednesday Market does grow into a larger event, then the Market should compensate the County for electrical usage.

Maintenance Department

From: Maintenance Department
Sent: Saturday, October 20, 2012 7:30 PM
To: Maintenance Department
Subject: BOC mtg 10/12

The Maintenance Dept. needs some help. The custodial crew is keeping up with their workload, but it's difficult for Wes and I to keep up with our workload. And with the increased responsibilities of the new Maintenance Director, it will be even more challenging to keep up. As it is now, we both have to keep a log of our extra hours, and then take days off when there's an opportunity to whittle those extra hours down. The Maintenance Dept. needs another fulltime maintenance worker.

During my time here with the County, there have been many expansions and remodel projects at the Courthouse Complex. These projects have been important upgrades, but they've also tended to increase the Maintenance Dept. workload.

The annual budgeting process for me has also expanded over the years. I feel that this has been good service to the citizens of Ravalli County. but I do spend more time doing budgeting than I used to, and so less time doing maintenance and repair.

For several years now, the work load for the Maintenance Dept. has been mostly limited to the Courthouse, Detention Center, Admin Bldg., Museum, and Youth Court. But now that workload is expanding to other County facilities such as West House, Airport, Road Department, Etc.

During my years as Maintenance Director, I've tried over the years to serve the County well, to be fiscally conservative, to cut waste, to build up a capital reserve fund, to ensure that the buildings are kept clean and comfortable, and to keep the various maintenance systems operating safely and smoothly. In that same spirit, I recommend the hiring of another fulltime worker to ensure the continued efficiency of the Maintenance Department.

Sincerely, Brian Jameson
October, 2012