

**February 7, 2017**

The Lincoln County Board of Commissioners met for a special session on February 7, 2017, in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Cole, Commissioner Peck, Commissioner Bennett and Clerk and Recorder Robin Benson.

9:00 AM **Organizational Planning:** Present were H.R. Director Vic White, Payroll/H.R. Coordinator Dallas Wamsley, Accounting Deputy Wendy Drake, Election Administrator Leigh Riggelman and County Administrator Darren Coldwell.

Commissioner Cole explained the focus of today's discussion is to plan for structural changes and office spacing to accommodate the county administrator position. Commissioner Peck said that we are creating a finance department and budget preparation will move under County Administrator Darren Coldwell. Accounting Deputy Wendy Drake will work under Mr. Coldwell. Payroll/H.R. Coordinator Dallas Wamsley will split time between human resources and finance during budget preparation because payroll is a significant part of the budgeting process.

Dallas will relocate her work station in with Accounting and Elections. To accommodate privacy, Vic White and Commissioner Bennett will trade offices and Darren Coldwell will be located in the same office as Commissioner Bennett.

Commissioner Peck said we need to consolidate functions. Darren suggested creating a flow chart outlining duties and responsibilities. Dallas and Wendy will cross train claims processing and payroll duties. Leigh offered to help with cross training as well since they will all be located in the same office.

Vic expressed concern about not working side by side with Dallas because of daily communication. It was questioned if Darren will oversee the H.R. Department. Vic said he would run everything through Darren anyway. It was decided that the County Administrator will oversee Human Resources.

Robin said she will work directly with Darren to help with the transition and as the County Clerk is available and will assist in any manner to help the county move forward for a smooth transition.

Commissioner Peck said that change in management can be difficult, but open communication and trust will be critical. People need to be able to voice concerns without retribution.

Leigh suggested that as a group we all meet again in three months or so to discuss how the transition is working to make sure we are moving forward to the best of our ability; everyone agreed.

10:00 A.M. **Budget Work Session:** Present were Clerk and Recorder Robin Benson, Accounting Deputy Wendy Drake, and County Administrator Darren Coldwell.

Robin said the focus of this meeting is to discuss organizing a Budget Committee if that is the direction the commission wants to move forward with. The commission agreed this would be beneficial for the upcoming FY 17/18 budget process. The main objective of the committee is to analyze mandatory, discretionary and duplicated county services. The committee would make recommendations to the commissioners. Commissioner Peck suggested a 2-day event facilitated by Dan Clark, Local Government Services. Commissioner Peck said he would draft the framework of expectations and objectives and coordinate with Dan Clark. The first day would be training about what the departments do and county services as well as an overview of the financial status of the county. The second day would focus on assessing services and taking public comment. It was suggested that 1 or 2 citizens from each district will serve on the committee as well as elected officials.

11:00 A.M. **EPA/ Lincoln County Port Authority Site (OU5):** Present were Kevin Peck, Brett McCully, Tina Oliphant, Christine Progress, Dania Zinner, Mike Cirian, Nick Rains and via phone conference were Lisa Dewitt and Tom Stoops.

Dania said that Mike Cirian will be the lead EPA representative on the site wide Operations and Maintenance (O&M). Dania said it would be good to have an Environmental Covenant Plan and Remedial Action Plan in place. The Operational and Functional phase is for one year which is a time to tweak the remedy and make sure the plans in place are working. The goal is for OU5 to officially go into O&M in the fall of 2017. O&M can be revised before it is turned over to the state in perpetuity. EPA plans to coordinate with the Port Authority a Land Use Evaluation this summer which identifies anticipated future use and process for recreational, industrial and commercial areas of the OU5 site. The Land Use Evaluation is to address potential exposures and to ensure a plan is in place that is protective of human health. Mr. Cirian said it is to put guidelines in place in case of land use changes.

There was a brief conversation about the option of having an Explanation of Significant Differences (ESD) which is an amendment to the Record of Decision (ROD) if there are significant land use changes. Tom commented about the recent letter from the Port Authority that he feels has strong expectations. Dania said she has not read the letter and cannot comment on it at this time. Tina said the letter went out this morning and does suggest the possibility of more sampling in some areas. Mike Cirian said EPA may already have the data without more sampling, but we will need to continue this conversation. Dania explained the partial delisting process; we will need to be in the O&M phase before delisting can occur and the process includes a 30 day public comment period.

Commissioner Peck expressed the importance of OU5 because of the economic impact the site has to the local economy; it's a high priority. Commissioner Peck said he would like to see a clear planning document that holds us all accountable to moving forward in a timely manner.

Commissioner Peck asked about last call properties that refuse investigation and whose responsibility those costs will fall to down the road after EPA leaves. Commissioner Peck further stated that he has heard that other superfund sites do not hold the property owners accountable, and he wants to ensure that Lincoln County is not held to a different standard.

This is something that needs to be nailed down as we talk about O&M. Mike Cirian said those concerns will be a big part of the O&M development process.

12:15 PM **Meeting Adjourned**

**LINCOLN COUNTY BOARD OF COMMISSIONERS**

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Mike Cole, Chairman

**ATTEST:** \_\_\_\_\_  
Robin A. Benson, Clerk and Recorder