

Lincoln County Study Commission  
Minutes of May 28, 2015

The Lincoln County Study Commission met for a regularly scheduled meeting on Thursday, May 28, 2015 at 5:00 pm. The meeting was held in the County Commissioners office in Libby. Members Rita Windom, ex-officio Bill Bischoff, Secretary Shellie DeLeo and community members Alvin Benitz and Robert Mast attended in Libby. Members Bobbie Stoken and Josh Letcher attended via satellite in Eureka with Chair Steve Curtiss and Vice-chair Tracy McIntyre. Guest for the evening was Kathi Hooper, Director of the Environmental Health Department.

Meeting was called to order at 5:09 by Steve C. and he asked for any corrections to the minutes dated May 14, 2015. Discussion regarding minutes took place and Shellie D. noted corrections and a new copy will be sent out. Bobbie S. makes a motion to accept the minutes as corrected. Rita W. seconds, all in favor, motion passed.

Kathi Hooper reports that the Environmental Health Department is located in the Libby Annex Building and has eight main programs:

1. Licensed establishment inspections
2. Air quality
3. Water quality (septic permits and well testing)
4. Sub-division review (health review portion)
5. Asbestos Resource Program (ambient air monitoring)
6. PHEP (Public Health Emergency Preparedness)
7. Animal Control
8. Solid Waste

Bobbie S. asked Kathy H. what the state laws are on making food at home and selling it to the public. Kathi H. stated that HB 478, The Cottage Food Law, goes into effect October 1, 2015. She reported that the rule has not been written yet, but a draft will be available in July. This law will allow jams, dried foods and baked goods to be sold to the public as long as it is registered with the county and labeled with location made, ingredients, and allergens. A fee will be assessed but there is not a set guideline at this time. Kathi H. reported that the registration will be a one-time process. Kathi H. added that non-profits will be required to obtain a permit, but will not be charged. Josh L. asks about the fundraising bake sales and if they will be mandated to register. Kathi H. reports that periodic bake sales for fundraising by organizations are not regulated.

Kathi H. reported that there are 24 employees currently with the Health Department and the bulk of this number are at the landfill. She reported that two of the landfill employees are full time seasonal and the rest are full time year round.

Steve C. asked if there had been a reduction at the landfill. Kathi H. replied that there were no layoffs but one employee resigned and one employee retired. She reports that the department decided not to replace these two positions. She also stated that the county contracted a local company for all of the garbage hauling at the green boxes. This contract means the county will save a lot of money.

Rita W. asked if the department received any grant funding from the EPA for asbestos related employees. Kathi H. replied that the Asbestos Resource Program is 100% grant funded with no county contribution and at this time it is all EPA funded. Some federal funding is also received for Air Quality. Tracy M. asked if the program has a time limit. Kathi H. responded that there is a budget approved through 2016 (fiscal year). She states that this is all of the guaranteed funding they have at this time. However she expects that the program will be part of the record of decision and it will be funded through either by the state DEQ or continued funding by the EPA. There is also a recent bill in the legislature, Senate Bill 20, to set money aside for the operations and maintenance in Libby after the EPA cleanup is completed; \$600,000.

Steve C. asked Kathi H. who she answers to. Kathi H. responds that she answers to the Board of Commissioners. She added that they were not able to operate without going in the hole prior to the decision to contract the hauling. She said

that in order to balance the budget, they had to contract the work. Bill B. added that without raising the fees they looked at contracting. There were no layoffs within the department. A local company was awarded the contract after advertising and a bid process was followed. Steve C. asked Kathi H. if she saw a difference. Kathi H. responded that the truck itself is \$260,000; the decision saved a lot. Steve C. asked if the projection was short term or over a year and if there are any other potential costs. Kath H. reported that it has been less than a year and already there has been a significant cost savings in fuel, maintenance, and two additional salaries. This savings is expected year to year and the service to the public did not change.

Kathi H. reported that Kindra is retiring June 30, after 24 years with the county. She reported that they have been advertising for her position and have two qualified candidates that will return for second interviews on Monday. If one is chosen they will be able to train with Kindra.

Steve C. requests an update on the Draft Survey. It is discussed that surveys in person as well as online will be necessary. The discussion continued regarding the questions, format and the tone of the questions. It was decided to change the name on the surveys to more reflect the department and not the department heads so it doesn't appear to be individualized. The responses to the questions were also reworded. Bobbie S. reported that bulk mailing costs 17.5 cents each way. Rita W. reports that we can't go through the county for addresses as that is for elections only.

Bill B. suggested that the commission may want to consider an educational process before the survey comes out for a better use of time. Committee made a decision to not mail out any surveys and advertisement is discussed. Bobbie S. makes a motion to put an ad in the paper to inform the public. Tracy M. seconds the motion, all in favor, motion passed. Rita W. and Bill B. will work on wording the ad as well as a press release. It was discussed to use a ¼ page ad.

New survey plan: Run ad in newspapers for a couple of weeks to educate the public. Continue to advertise on FaceBook. Discussion on buying targeted ads and offering an invite to attend meetings at the end of the survey. Tracy M. reminds all that the timeline set at the last meeting is now void.

Steve C. asked if there are any planned meetings in the area that the board can visit and educate. Bill B. stated that the Rotary is offering an open invite. Tracy M. reported some groups in the Troy area. Rita mentioned the Troy Senior Citizen Center. Tracy M. mentioned the importance of getting younger generations involved.

Rita W. asked for clarification on the hours for Secretary Shellie D. She states that she feels as a board they should guarantee a minimum of two hours pay for attending the meetings. Bobbie S. motioned that Shellie D. be paid a minimum of two hours when attending the monthly meetings. Rita W. seconded the motion; all were in favor, motion passed.

#### Tangible Tasks

---

- Discuss updated survey
- Rita and Bill to report on newspaper ad and press release

Tracy M. made a motion to adjourn the meeting. Josh L. seconded the motion; all were in favor, motion passed. Meeting adjourned 6:54p.

Minutes recorded/typed by: Shellie DeLeo