

Helena Valley Mosquito District
Craig/Wolf Creek Mosquito District

Lewis & Clark County

Joint Board Meeting-Budget Meeting

April 9, 2024

3:00 p.m. In person & Zoom Option

Noxious Weed Conference Room

Public Works Complex

3402 Cooney Drive Helena, MT 59602

Mosquito Board Members Present

Jim Dusenberry – Helena Valley

Dave Tudor – Helena Valley

Dave Baum – Helena Valley

Mike Taylor – Craig/Wolf Creek

Dayl Taylor – Craig/Wolf Creek

Jackie Laverdiere – Helena Valley

Lewis & Clark County Staff Present

Candace Payne –County Commissioner

Frank Cornwell –Chief Financial Officer

Jenny Chambers –Director of Public Works

Keegan Shea-Deputy County Attorney

Christian Lehnert –Noxious Weed & Mosquito Supervisor

Jade Wills –Administrative Assistant II

No Zoom Attendees

Guests Present

No Guests Present

1. Introductions – Roll Call

- Meeting was called to order by Jim Dusenberry at 3:06 p.m.
- Board Members:
 - Dan LaFromboise, Craig/Wolf Creek – Absent
 - Debbie Carlson – Helena Valley - Absent

2. Minutes of last meeting held on January 17, 2024

- Jade Wills was asked to summarize previous minutes. Dave Tudor has a question regarding the past minutes and increasing the mills which will be discussed later in the meeting. Meeting minutes were summarized, Dave Baum called for a motion to accept the minutes presented, meeting minutes were accepted unanimously.

3. Action Item(s)

a. FY 2025 Helena Valley Mosquito District Budget Presentation and Mill increase-

Jenny Chambers referenced the budget handout in the board member packets with the projections showing FY25 assessed at the same mills and FY25 assessed at the increased mill rate. An increase in the mills would be an estimated \$3.00 for every \$100,000.00 home value. Jim Dusenberry inquires on maxing out the mills. Frank Cornwell explains with this increase the mills will be maxed out but there will be an inflationary increase, and they (mills) will be worth more in the future. Dave Tudor also asks if mills are assessed on home value if they are also assessed on land value. Jenny Chambers explains the assessment value is based upon how the Department of Revenue categorizes it on the tax bills. Dayl Taylor would like to know where the beginning cash value comes from, Frank Cornwell explains that it is the left-over money that carries over each year. Additionally, he explains that the past mills have gone up and down to meet the 33% cash balance cutoff. In order to not raise mills, the board would need to look at reducing services, and potentially doing some work in house and continuing to contract some of the services. There is further discussion on how the State dictates the total value of what mills

are giving and their value. Dave Tudor makes a motion to increase the mill levy to get to the 296, this motion is seconded by Dave Baum, all in favor, motion passes unanimously.

b. FY 2025 Craig/Wolf Creek Mosquito District Budget Presentation and Mill Increase-

Staff explains this budget is similar to the other however on a smaller scale. Staff references the budget sheets included in the board packets. The mill increase would be roughly \$9.00 to \$10.00 for every \$100,000.00 home value per year, this increase per home is higher than the other budget due to less properties being assessed. This increase is projected at the max mill value. Candace Payne would like to know if the increase recognizes the increase in the fuel and like expenses. This question is in reference to the Contractor and their rates. Jenny Chambers confirms the contractor has raised their rates throughout the years. In FY20 professional services were approximately \$15,370.00 and in FY2025 they are approximately \$21,383.00 which is almost a \$6,000.00 increase over a 5-year period. Mike Taylor makes a motion to increase the mills to the max, Dayl Taylor seconds this motion, all in favor, motion passes unanimously.

4. Board Member Discussion and Comments (for each district):

a. Annual contract status update (amendment):

Jim Dusenberry informs the board and staff that John Semple (Contractor) has shown him the amended contract. John Semple and Dave Tudor met with Keegan Shea in the County Attorneys Office to see if the board is wasting their time and it was recommended to John to not sign the amended contract until there was further discussion between staff and the board. Jenny Chambers addresses the board and states the meetings are not a waste of time and further explains that Boards and stakeholders are important and help Lewis and Clark County as a whole and that their input and dialog is valued. There was further discussion on contracts and the importance of boards fulfilling County and State policies, procedures and being compliant of all requirements. The current contract follows the County Procurement Policy which has been discussed previously. Different contracts allow options to change rates, the current contract was written to be a seven-year contract with renewals which was to help with inflation or if the contractor wanted to adjust their rates. In the event there is no change to the contract it would still need an amendment. Currently with no signed contract amendment there is no contract or authority to pay the contractor for services out of the budget. The contract and deliverables is mentioned and it is noted other counties receive deliverables, and is a best practice to show taxpayers the deliverables for invoiced payments. Jim Dusenberry says the contractor already provides paperwork to the State. Jenny Chambers lets the board know that the County has not received any of that paperwork and that there is a DEQ permit held by Lewis and Clark County for John and the County has no records/tangible deliverables to support those. There was further discussion about the contractor providing a stack of paperwork last week for staff to go through however, there is currently no budget for staff to go through all of that paperwork. Jim Dusenberry expresses that he would have liked everyone to be in the loop with staff including the contractor and the board with any amendments. Jenny Chambers agreed that is fair and did not think it would be an issue however board members can request to speak with staff at any time as well. Jim Dusenberry and Dave Tudor said they met with Keegan Shea three times prior to this meeting. Christian Lehnert addresses the board in support of documentation attached to invoices such as a photocopy of flight logs, time flying, and what was put out and feels it would be very helpful. Candace Payne supports this and states the importance of records and that they are a standard. There is further discussion that the County needs to let the Contractor know what is needed, Jenny Chambers confirms those details have been listed in the contract amendment. The Contractor has had the contract amendment for 45-60 days, and even after it is received it needs to be put on the agenda, it is reiterated that there is currently no contract in place. In the future the amendment process needs to be drafted and presented sooner, January time frame is proposed. Jim Dusenberry stated discussion between staff and the board on the

proposed deliverables should have happened. There is more discussion about this being a County Contract. It is possible in the future for the board to do their own contracts, and procurement but they will be responsible for all that entails. Keegan Shea explained the original construction of the board and how that balances with the County Commission and explains restructuring that was done in the late 90s and early 2000s with all boards and explains the importance of each board updating by-laws and resolutions defining the scope of authority and scope of funding authority. Jenny Chambers adds that when the board was originally created the County did not have a purchasing policy in place like they do now. Clarification is presented by Keegan Shea that he did not say the Contractor should not sign the contract. There is further discussion regarding the board and defining the authority in the future and working on updated by-laws and resolutions, it was emphasized the board is important and does play a big role.

b. Board of Directors Members:

i. Mileage Reimbursement:

Add this line item to the Craig/Wolf Creek Budget for member mileage reimbursement.

ii. Voting (Chair/Vice-Chair):

Helena Valley:

- Chair- Jim Dusenberry
- Vice Chair-Dave Tudor

Craig/Wolf Creek:

- Chair- Dayl Taylor
- Vice Chair-Mike Taylor

c. District By-Laws:

Board members will work with staff as subcommittees to draft updated By-laws and Resolutions; (By-Laws and 201 resolution subcommittee). By-Laws need to align with content of Resolution. Subcommittee is as follows:

- Helena Valley Representatives:
Jim Dusenberry, Dave Tudor
- Craig/Wolf Creek Representatives:
Dayl Taylor, Mike Taylor

5. Public Comments

- None

6. Next Meeting

- To Be Determined

7. Adjournment

- Meeting adjourned 4:59 p.m.

Meeting Minute Outline:

Prepared by: Jade Wills; Lewis and Clark County Administrative Assistant II