



## **NOTICE OF PUBLIC MEETING**

The Lewis and Clark County Commissioners Public Meeting will be held on Tuesday, November 12, 2024, at 9:00 AM in Commission Chambers, Rm 330.

It is the policy of the Board of County Commissioners to render a decision at a later date after they have had ample time to consider all oral and written public testimony. The BoCC may render a final decision on the same date if substantial new information is not received. Public comment must be limited to matters under the jurisdiction of the Commission.

1. **Pledge of Allegiance**
2. **Consent Action Items**
  - a. Public Meeting Minutes for October 24, 29, 2024. (Brandi Spangler)
3. **Grant Task Order 24-07-7-11-147-0 Amendment Two to Lewis and Clark Public Health from the Montana Department of Public Health and Human Services. (Drenda Niemann)**

The Commissioners will consider the grant task order amendment two from the Montana Department of Public Health and Human Services for the wastewater surveillance program scope of work change. The term and the amount of the award remain unchanged.
4. **Public comment on any public matter within the jurisdiction of the Commission that is not on the agenda above.**
5. **Adjourn**

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### **ADA NOTICE**

Lewis and Clark County is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The County will not exclude persons with disabilities from participation at its meetings or otherwise deny them County's services, programs, or activities. Persons with disabilities requiring accommodations to participate in the County's meetings, services, programs, or activities should contact Keni Grose, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

- (406)-447-8316
- kgrose@lccountymt.gov
- TTY Relay Service 1-800-253-4091 or 711
- 316 N Park, Room 303



**ATTACHMENTS:**

Description	Type
10-24-24 Meeting Minutes	Attachment
10-29-24 Meeting Minutes	Attachment



## **PUBLIC MEETING**

October 24, 2024  
MINUTES

The Lewis and Clark County Commissioners Public Meeting was held on Thursday, October 24, 2024, at 9:00 AM in Commission Chambers, Rm 330.

### **Roll Call**

Chair Andy Hunthausen called the meeting to order at 9 a.m.

Commissioner Candace Payne and Commissioner Tom Rolfe were present. Others attending all or a portion of the meeting included Roger Baltz, Nicho Hash, Keegan Shea, Amy Reeves, Ann McCauley, Jenny Chambers, Worby McNamee, Marni Bentley, Michael O'Neil, Jim Strachan, and Brandi Spangler, Recording Secretary.

### **Pledge of Allegiance**

Everyone recited the pledge.

### **Consent Action Items**

- a. Vendor Claims Report for Week Ending October 25, 2024. (Marni Bentley)
- b. Public Meeting Minutes for October 10, 15, 2024. (Brandi Spangler)
- c. Resolution 2024-112 Declaring County Property Surplus Property. (Audra Zacherl)
- d. Resolution 2024-113 Declaring County Property Surplus Property. (Audra Zacherl)

[1:15] Roger Baltz, Chief Administrative Officer, reported on consent action items 2a-d and recommended approval.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

### **Contract Between Lewis and Clark County and Tyler Technologies, Inc. (Amy Reeves)**

[2:58] Amy Reeves, Treasurer, Clerk and Recorder, presented a contract with Tyler Technologies, Inc. for processing credit card payments with fees paid for by the credit card user. The contract period begins with approval of both parties through September 14, 2026. Staff recommends approval of the contract.

No public comment was received.

A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner Payne. The motion Passed on a 3-0 vote.

**Request for Unobligated American Rescue Plan Act Funds. (Ann McCauley and Jenny Chambers)**

[7:11] Ann McCauley, Grants and Purchasing Director, and Jenny Chambers, Public Works Director, presented a request for the remaining unobligated American Rescue Plan Act (ARPA) fund of \$72,000 for an all-weather wash bay at the Public Works complex. These funds need to be obligated by December 31, 2024. Staff recommends approval of the request.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

**Request for Change of Scope for Helena Housing Authority's American Rescue Plan Act Award. (Ann McCauley)**

[18:56] Ann McCauley, Grants and Purchasing Director, presented a request for a change of scope from the Helena Housing Authority in the amount of \$25,000 to the previously approved American Rescue Plan Act (ARPA) Local Fiscal Recovery fund to redirect the funds to pay for architectural planning for expansion and repositioning of housing. Staff recommends approval of the request.

[20:24] Michael O'Neil, Helena Housing Authority, gave an overview of the Fair Market Rent Reevaluation Project and explained that the State has done a statewide study that covers Lewis and Clark County. He gave an overview of what the change of scope would include.

No public comment was received.

A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner Payne. The motion Passed on a 3-0 vote.

**Grant Award to Lewis and Clark County from the Montana Secretary of State's Office. (Connor Fitzpatrick)**

[41:27] Amy Reeves, Treasurer, Clerk and Recorder, presented a grant award from the Montana Secretary of State's office for \$40,912 for the Help America Vote Act (HAVA) grant award. Staff recommends approval of the grant award.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

**Resolution No. 2024-111 to Adopt Amendments to the Floodplain Ordinance and Establish an Effective Date. (Worby McNamee)**

[49:00] Worby McNamee, Floodplain Administrator, presented a resolution to adopt amendments to the Floodplain Ordinance and establish an effective date. This amendment is to align with the updated State Model Ordinance to remain in good standing with the Federal Emergency Management Agency (FEMA) and be eligible for flood insurance and disaster assistance. Final adoption is proposed to be November 7, 2024 with an effective date 30-days after final

adoption. Staff recommends adoption of this first reading and set a date of November 7, 2024 for the second reading and final adoption.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

**Public comment on any public matter within the jurisdiction of the Commission that is not on the agenda above.**

[1:13:27] Jim Strachan, York Road, spoke about "voting integrity regarding Road Improvement Districts" (RIDs), boundary realignment with the Forest Service, easement issues, and wants an investigation done. The attorney he contacted does not work for the State anymore, so he no longer has an attorney. He would like the County to go to the Feds to get an investigation.

**Adjourn**

There being no further business, the meeting adjourned at 10:37am.

Meeting minutes approved on \_\_\_\_\_

LEWIS AND CLARK COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Andy Hunthausen, Chair

\_\_\_\_\_  
Candace Payne, Vice Chair

\_\_\_\_\_  
Tom Rolfe, Member

ATTEST:

\_\_\_\_\_  
Amy Reeves, Clerk of the Board



## **PUBLIC MEETING**

October 29, 2024  
MINUTES

The Lewis and Clark County Commissioners Public Meeting was held on Tuesday, October 29, 2024, at 9:00 AM in Commission Chambers, Rm 330.

### **Roll Call**

Chair Andy Hunthausen called the meeting to order at 9 a.m.

Commissioner Candace Payne and Commissioner Tom Rolfe were present. Others attending all or a portion of the meeting included Roger Baltz, Nicho Hash, Jennifer McBroom, Drenda Niemann, Ann McCauley, Jenny Chambers, Jessica Makus, Angie Hubbard, Greg McNally, James Thomas, Kari DesRosier, Dawn Temple, Stephanie Wallace, and Brandi Spangler, Recording Secretary.

### **Pledge of Allegiance**

Everyone recited the pledge.

### **Consent Action Items**

There were no consent action items.

### **Grant Award to Lewis and Clark Public Health from the Health Resources and Services Administration. (Drenda Niemann)**

[1:12] Drenda Niemann, Public Health Officer, presented a grant award from the Health Resources and Services Administration in the amount of \$300,000 per year for a total of \$1,200,000 for implementation of the Rural Health Network Development Program. The project period began July 1, 2023 and ends June 30, 2027. Staff recommends approval of the grant award.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

### **Grant Award to Lewis and Clark County from Montana Disaster and Emergency Services. (Ann McCauley and Jenny Chambers)**

[8:28] Ann McCauley, Grants and Purchasing Director, presented a grant award from Montana Disaster and Emergency Services in the amount of \$121,350 to implement security measures at the County Courthouse. The period of performance is October 1, 2024 through September 30, 2026. Staff recommends approval of the grant award.

[9:21] Jenny Chambers, Public Works Director, gave an overview of the project, detailing vulnerabilities in and around the building.

No public comment was received.

A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner Payne. The motion Passed on a 3-0 vote.

**Contract Between Lewis and Clark County and Gruber Excavating. (Jessica Makus)**

[16:09] Jessica Makus, Special Districts Coordinator, presented a contract with Gruber Excavating for Rural Improvement District (RID) snow removal services in the 2024/2025 winter season. Staff recommends approval of the contract.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

**Contract Between Lewis and Clark County and Doctor Lawn Landscape Management. (Jessica Makus)**

[26:12] Jessica Makus, Special Districts Coordinator, presented a contract with Doctor Lawn Landscape Management for Rural Improvement District (RID) snow removal services in the 2024/2025 winter season. Staff recommends approval of the contract.

No public comment was received.

A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner Payne. The motion Passed on a 3-0 vote.

**Contract Between Lewis and Clark County and First Choice Lawn & Snow, LLC. (Jessica Makus)**

[30:40] Jessica Makus, Special Districts Coordinator, presented a contract with First Choice Lawn & Snow, LLC for Rural Improvement District (RID) snow removal services in the 2024/2025 winter season. Staff recommends approval of the contract.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

**Contract Between Lewis and Clark County and Heggeset Water Systems. (Jessica Makus)**

[32:28] Jessica Makus, Special Districts Coordinator, presented a contract with Heggeset Water Systems for Rural Improvement District (RID) snow removal services in the 2024/2025 winter season. Staff recommends approval of the contract.

No public comment was received.

A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner Payne. The motion Passed on a 3-0 vote.

**Contract Between Lewis and Clark County and Rocky Mountain Operations, LLC. (Jessica Makus)**

[33:57] Jessica Makus, Special Districts Coordinator, presented a contract with Rocky Mountain Operations, LLC for Rural Improvement District (RID) snow removal services in the 2024/2025 winter season. Staff recommends approval of the contract.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Hunthausen. The motion Passed on a 3-0 vote.

**Contract Between Lewis and Clark County and Sussex Construction. (Jessica Makus)**

[37:25] Jessica Makus, Special Districts Coordinator, presented a contract with Sussex Construction for Rural Improvement District (RID) snow removal services in the 2024/2025 winter season. Staff recommends approval of the contract.

No public comment was received.

A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner Payne. The motion Passed on a 3-0 vote.

**Contract Amendment Between Lewis and Clark County and Great Western Recreation. (Planner, Angie Hubbard)**

[39:47] Angie Hubbard, Planner II, presented a contract amendment with Great Western Recreation for an extension of the period of performance to November 30, 2024 to install playground equipment at Treasure State Acres Park. Staff recommends approval of the amendment.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

**Statement of Work Between Lewis and Clark County and CDW Government, LLC. (James Thomas)**

[44:36] James Thomas, IT&S Director, presented a statement of work for professional services with CDW Government for \$19,340 for a senior architect to assist staff with deploying replacement network devices. The performance period begins upon approval for an estimated 92 hours of remote service. Staff recommends approval of the statement of work.

No public comment was received.

A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner Payne. The motion Passed on a 3-0 vote.

**Memorandum of Agreement Between Lewis and Clark County and the Lewis and Clark County Sheriff Employees' Association. (Kari DesRosier)**

[51:24] Kari DesRosier, Human Resources Director, presented a Memorandum of Agreement (MOA) with the Lewis and Clark County Sheriff Employees' Association regarding staffing levels for the Graveyard Shift at the Detention Center staff six detention officers until staffing is sufficient with



the decision left to the discretion of the Officer-in-Charge. Staff recommends approval of the MOA.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

**Board Appointments. (Roger Baltz)**

[57:53] Roger Baltz, Chief Administrative Officer, presented a board appointment for the Scratchgravel Solid Waste District and recommended that the Commissioners consider the candidate for a term that will begin November 1, 2024 and will expire October 31, 2027.

No public comment was received.

A motion was made by Commissioner Payne to appoint Kathy Moore to the Scratchgravel Solid Waste District was seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

[1:01:26] Roger Baltz, Chief Administrative Officer, presented a board appointment to the Water Quality Protection District and recommended that the Commissioners consider the candidates for a partial term that will expire June 30, 2026.

No public comment was received.

A motion was made by Commissioner Rolfe to appoint Adel Johnson to the Water Quality Protection District and was seconded by Commissioner Payne. The motion Passed on a 3-0 vote.

**Public comment on any public matter within the jurisdiction of the Commission that is not on the agenda above.**

[1:05:19] Stephanie Wallace, 2074 Scott Drive, League of Women Voters, wanted to introduce herself and explain that she has established a group that will take turns to come and attend Commission meetings and will report back to the League about issues that are relevant to the League of Women Voter's goals.

**Adjourn**

There being no further business, the meeting adjourned at 10:07am.

Meeting minutes approved on \_\_\_\_\_

LEWIS AND CLARK COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Andy Hunthausen, Chair

\_\_\_\_\_  
Candace Payne, Vice Chair

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Tom Rolfe, Member

ATTEST:

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Amy Reeves, Clerk of the Board



Grant Task Order 24-07-7-11-147-0 Amendment Two to Lewis and Clark Public Health from the Montana Department of Public Health and Human Services. (Drenda Niemann)

Presented By:

Summary:

The Commissioners will consider the grant task order amendment two from the Montana Department of Public Health and Human Services for the wastewater surveillance program scope of work change. The term and the amount of the award remain unchanged.

Legal Review Required:

**LEWIS AND CLARK COUNTY  
GRANTS APPROVAL FORM**

**Grant name:** Wastewater Testing Surveillance

**Grant/Contract number:** 24-07-7-11-147-0 amendment 2

**Funding source:**

**Federal Agency:** N/A

**State Agency:** DPHHS

**ARRA funding?** No

**Award amount:**

**Hard Match required:**

**Soft Match required:**

**Indirect Cost Rate amount:** 10%

**Grant/Contract Period:** **Start:** **End:**

**Catalog of Federal Domestic Assistance number:**

**Separate fund needed for accounting purposes?** Yes

**Is this project in the current fiscal budget?** Yes  
*If no, fill out and attach supplemental budget amendment form.*

**Are non federal assets (>\$15,000) going to be purchased?** No

**Are federal assets (>\$5,000) going to be purchased?** No

**Does Grant/Contract require interest to be earned?** No

**Grant/Contract based on:** a reimbursement

**Contact Person/Phone number:** Drenda Niemann x8910

**County Department:** Health Department

**County Assigned Project number:**

**Salaries to be paid by grant?** No

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> WWS amend2	Contract

**TASK ORDER AMENDMENT TWO  
TASK ORDER FOR WASTEWATER TESTING SURVEILLANCE  
TASK ORDER NUMBER 24-07-7-11-147-0**

**TO THE MASTER AGREEMENT  
EFFECTIVE JULY 1, 2019, TO JUNE 30, 2026,  
BETWEEN THE STATE OF MONTANA,  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
AND LEWIS AND CLARK COUNTY**

**WASTEWATER TESTING SURVEILLANCE**

**SECTION 1. PARTIES**

This Task Order Amendment is entered into between the Montana Department of Public Health and Human Services, ("Department"), P.O. Box 4210, Helena, Montana, 59620, Phone Number (406) 444-5623, Fax Number (406) 444-1970, and Lewis and Clark County ("Contractor"), Federal ID Number 81-6001383, UEI Number LV3VYFCZSK88, and 1930 9th Ave, Ste 2, Helena, MT 59601.

Effective 9/1/2024, or upon execution, this Task Order is amended as follows. Existing language has been struck; amended language underlined.

**PURPOSE**

The purpose of this Task Order Amendment is to expand wastewater testing across the state of Montana, to improve surveillance for emerging and established threats to the health of the public.

**SECTION 4. SERVICES TO BE PROVIDED AND SCOPE OF WORK**, will be amended as follows:

A. and B. Remain unchanged.

C. Other Considerations:

1. Targets/pathogens approved for testing under this Task Order include SARS-CoV-2, Influenza A, Influenza B, and Respiratory Syncytial Virus (RSV).
2. During the duration of this task order, additional target/pathogens testing may be validated and tested on wastewater samples following the mutual agreement and approval of the Contractor, the Department, and the laboratory. A thirty-day notice will be given to participating parties prior to the implementation of new targets.
3. During the term of this Task Order, if a public health emergency or event occurs in which wastewater testing would be of value, these funds may be used for expanded wastewater surveillance testing with the written approval of the Department. Expanded wastewater surveillance testing may include laboratory test validation, sample collection, administrative and utility fees, increased laboratory testing costs per sample, and other additional costs as approved by the Department.

**SECTION 5. CONSIDERATIONS, PAYMENTS, AND PROGRESS PAYMENTS**, will be amended as follows:

- A. In consideration of the services provided through this Task Order, the Department will pay the Contractor a maximum of \$271,850.00 to collect and test samples from two sites, as follows:

On a monthly basis over the 36 months of this contract, the Department will pay the Contractor for a maximum of two samples per week per site, up to ~~\$600~~ \$425 per sample if ~~two samples are sent per week or \$600 per sample if one sample is sent per week~~ and any shipping costs incurred for sample submission as approved by the Department. Sites where wastewater samples are collected must be approved by the Department.

Sample collection and shipping materials may be reimbursed up to \$9,600 during the duration of this Task Order. Shipping costs associated with ordering new supplies and shipping back reusable supplies to the wastewater treatment plant may also be reimbursed.

Administrative fees for sample collection may be reimbursed up to \$100 per sample. This fee may cover sample collection costs incurred by the Contractor and/or the participating wastewater treatment plant and must be approved by the Department and clearly listed on the invoice.

The Department will pay the Contractor for a maximum of one re-run sample due to quality control failures per site for the duration of this Task Order. The re-run sample must be approved by the Department.

- B. and C. Remain unchanged.

**SCOPE OF TASK ORDER AMENDMENT**

All provisions of the Master Contract and Task Order Number 24-07-7-11-147-0 are controlling as to this Task Order except those provisions specifically addressed in this Amendment. In the case of a material conflict, a dispute, or confusing language between this Amendment, the Master Contract and the Original Task Order, this Amendment shall control unless specifically set forth in this Amendment. Any material conflict, dispute or confusing language between the Master Contract and this Amendment, the Master Contract shall control unless specifically set forth in this Amendment.

This Task Order Amendment consists of three (3) numbered pages.

**AUTHORITY TO EXECUTE**

Each of the parties represents and warrants that this Task Order Amendment is entered into and executed by the person so authorized to bind the party to the provisions of this Task Order Amendment, Task Order, and the Master Contract.

IN WITNESS THEREOF, the parties through their authorized agents have executed this Task Order Amendment on the dates set out below:

**MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Stacy Campbell, PHSD Administrator

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
David Gerard, Public Health & Community  
Affairs Executive Director

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Charles T. Brereton, Director

**CONTRACTOR, LEWIS AND CLARK COUNTY**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Lewis & Clark County  
Board of County Commission, Chair

**ATTEST**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2024, I hereby attest the above-written signature of the Board of Lewis & Clark County Commissioners.

\_\_\_\_\_  
Amy Reeves, Clerk & Recorder