



Pondera County Conservation District  
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The Pondera County Conservation District Board of Supervisors met on Tuesday December 13th, 2022 at 8:00 am at the USDA Service Center in Conrad, Montana.

**Call to Order:** Chairman Jack Judisch called the meeting to order at 8:05 a.m.

**Present:** Jack Judisch

Stacey Thornbrugh

Roger Paulsen

Ramsey Offerdal Jr.

Kaysie Steele

Cole Peebles

**Absent:** Bryce Johns

Paul Jones

Keith VandenBos

**Previous Minutes:**

- Cole Peebles moved to accept the previous meeting minutes. Roger Paulsen seconded the motion. Motion carried.

**Bills and Financial Statement:**

- Kaysie Steele presented the financial statement. Roger Paulsen moved to accept the financial report. Cole Peebles seconded to motion. Motion carried.

**Public Comment:** Topics not on the agenda may be discussed, but if action is required, the topic must first be placed on the next meeting agenda.

**NRCS:** Stacy Thornbrugh reported that they are had 11 new applicants for the CSP. 6 individuals applied for EQIP. NRCS will start working through these applications in January. NRCS is wrapping up current contact projects such as pre-existing TIPS they had for wildlife projects and energy projects. There are no new TIPS for this year. Sarah has one TIP project under review currently for a ditch to pipe project. Once this has been fully reviewed, people will be able to apply for it by 2024. Stacey told the board that if we heard of other targeted projects that community members would be interested in to let NRCS know so that they could get a TIP together for it. Ideas for future TIP projects will be discussed at the local working group meeting that will be held in the spring for Pondera County. Jack, Kaysie, and Stacey will work together in the upcoming weeks for organizing the local working groups meeting in the spring.

**MSCA:** Roger Paulsen reported that MSCA has begun abandoning wells. 25 wells have currently been abandoned and they will keep plugging away at abandoning them as weather and time permits. The MSCA office will be moving into the Cascade Conservation District in Great Falls, MT come end of January. Payroll will remain the same until the new fiscal year.

**Extension:** N/A

**PCCD:** Administrator

- Kaysie Steele submitted a written report

**Old Business:**

- Area III Meeting Summary & Pondera Basket for Annual Convention
- Head count needed for who would like to attend the Annual Convention in Helena, MT Nov. 15<sup>th</sup>-18<sup>th</sup> and status of registration thus far
- Administrator Bootcamp Workshop Oct. 27<sup>th</sup>- 28<sup>th</sup> Billings, MT Summary
- November 5<sup>th</sup> Home Garden Workshop
- Tree Update
- Oath of Office for addition individuals joining the board
- Annual Financial Report for the State
- Email from Morgan Marks with Montana Wildlife Federation
- NACD first invoice 2023 fiscal year dues
- Purchasing a mobile hotspot for the district
- Thanksgiving Leave

**New Business:**

- The Board discussed the Montana Wildlife Federation WildlifeXing App and their inquiry if we would host a community workshop to get volunteer drivers to log wildlife

movement in the area. The board stated that we should advertise to see people's interest in this through our Quarterly Newsletter going out in January and decide from there.

- The board reviewed the Dupuyer Creek Quarterly Progress Report to see the status of the project grant.
- The board discussed the administrative collection fee from PCC&RC for the grant facilitation the district helps with. Cole Peebles mentioned that there is an MOU between the district and PCC&RC. No longer is there a flat percentage that the district gets from the grants. Cole encouraged the district to log any time dealing with the grant work. An invoice submission will be sent in for administrative collection fee based on time logged by the district administrator.
- Cole Peebles moved to have the district pay the \$30 annual host site fee for PCCD's website that has currently been started by MACD through the Website Starter Initiative. Ramsey Offerdal Jr. seconded the motion. Motion carried.
- A summary of the Home Garden Workshop hosted on November 5<sup>th</sup> at the district was discussed as well as the mention of the check sent to guest speaker, Patti Armbrister for her time. The board discussed having Patti come back to present on composting in the upcoming months. The community voiced a desire to have a workshop on this topic and were excited to have Patti come back to town to present on it. Kaysie Steele will get this organized in the future.
- A summary of the MACD Annual Convention was given. Kaysie Steele shared that the district applied for scholarship funding for attending the convention but was unsuccessful in acquiring any. Kaysie Steele shared that 3 government reimbursement checks were written to Paul Jones, Jack Judisch, and herself for using personal vehicles to attend the convention. Each check was written to \$181.04 which was calculated by taking the roundtrip miles of 292 and multiplying it by the government rate of \$0.62/mile.
- The PCCD Holiday dinner occurred this past Sunday and it was a great time!
- The board reviewed the payments from DNRC for the Dupuyer Creek RRG-23-1873 Draw 01 & Draw 002. These were deposited into the districts checking account and then written for a check to PCC&RC for the grant projects.
- Kaysie Steele shared that she is currently working on the district's quarterly newsletter for January. Jack Judisch mentioned that advertising for Wildlife Xing App, our district website, the upcoming local work group meeting, and the TIP program that NRCS is working on would be great additions to the newsletter for January's issue.
- Kaysie Steele shared that the Annual Financial Report for FY 2022 has been submitted to the local government and they have received and approved the report. Kaysie Steele reported that she would be meeting with Andrea from H&R Block later today to do a yearly tune-up on QuickBooks and learn how to pay payroll manually to prepare for when the district will have to do this after June 2023.
- Kaysie Steele stated that we paid for renewal subscriptions to Microsoft for \$69.99 and QuickBooks for \$799.00. Kaysie Steele stated that these are both yearly subscriptions and will charge our account each November until cancelled. Kaysie Steele shared that the previous QuickBooks subscription was covered under the CARES ACT which was a program that MACD did to help districts cover bookkeeping costs during the pandemic. Since the subscription went up, we had to purchase our own. Cole Peebles mentioned to

investigate the website TechSoup.org to help cover the costs of various technology subscriptions. The site is a nonprofit organization that helps other nonprofit organizations get the technology subscriptions they need at a discounted price.

- The status of the Conservation Trees was discussed. Kaysie Steele stated that the invoices and contracts have been prepped for each customer and they have been coming in to sign and pay for their trees. Customers are required to put a 50% down deposit on their tree orders at the time of signing the contract. For smaller tree orders, individuals have been paying in full. Jack Judisch mentioned that he would be looking into the tree fabric order that is done in partnership with Toole County CD.
- Kaysie Steele stated that she is still in the process of getting a mobile hotspot for the office. The board agreed that starting with a 15gb hotspot would be a good place to start. The board also mentioned looking for one through the network service AT&T.
- Kaysie Steele shared that the Montana Association of Counties Property & Casualty Trust Liability Insurance is no longer being offered to us after June 30<sup>th</sup>, 2023. The CDs across the state have been investigating other options for special districts to be covered under. Cole Peebles advised that we should start local, inquiring coverage by the Leavitt Group Insurance Services. Kaysie Steele stated that she will continue to stay up to date with what the other CDs are doing and will look into the local insurance services as well.

**Executive Session:** None

**Correspondence:**

- November 2022 CDB Report
- December 2022 CDB Report
- Thank you card from Darla & Steve Baliko on behalf of the Home Garden Workshop we hosted Nov. 5<sup>th</sup>.

**Adjournment:**

- Ramsey Offerdal Jr. moved to adjourn the meeting. Roger Paulsen seconded the motion. The motion carried.
- Jack Judisch adjourned the meeting at 9:08 a.m.

**CALENDAR**

January 10<sup>th</sup> PCCD Board Meeting

Respectfully submitted,

Kaysie Steele, PCCD Administrator

