



Pondera County Conservation District

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The Pondera County Conservation District Board of Supervisors met on **Tuesday January 9th, 2024, at 8:00 am** at the USDA Service Center in Conrad, Montana.

Call to Order: Chairman Paul Jones called the meeting to order at 8:01 a.m.

Present: Roger Paulsen

Ethan Kalinowski- NRCS

Paul Jones

Kesler Martin

Eric Gunderson

Sarah Zielke

Kaysie Steele

Ramsey Offerdal Jr.

Absent: Bryce Johns

Previous Minutes:

- Roger Paulsen moved to approve the December Board Meeting Minutes. Ramsey Offerdal Jr. seconded the motion. Motion carried.

Bills and Financial Statement:

- Kaysie Steele presented the financial statement. Ramsey Offerdal Jr. moved to accept the financial report. Roger Paulsen seconded the 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: Ethan Kalinowski gave a brief update that tasks are slow at NRCS right now. The CSP contracts that require new enhancements will be due at the end of the month. Ethan mentioned that Stacy Thornburgh has officially left NRCS. Ethan also shared that currently the programs active right now is the On Farm Energy Initiative until March and the Great Falls Area TIP.

PCCD: Administrator

- Kaysie Steele submitted a written report.

Old Business:

- Board Assessment and Skills Inventory
- Supervisor 10-minute Training
- Long-Range Plan
- Summary of MACD's Annual Convention in Billings, MT November 14th-16th
- NACD Conservation Investment 2023-24
- Holiday Dinner
- Annual Financial Report due to Local Government
- Annual Leave being taken at the end of the month.
- Bird Ramps Cost Discussion
- Operations Audit
- Tree Spade Tire Replacement
- New Oath of Office forms to be completed for Ramsey Jr. for accuracy.
- Board Supervisors
- Office Supplies Order
- C-Canal DNRC RRGL start up documents needing review and signature.
- A letter from RMIS about Covering Elected Supervisors with Work Comp

New Business:

- Kaysie Steele shared the Quarterly January Newsletter that is out for advertisement.
- The board reviewed the Supervisor 10-minute Training: Elections & Recruitment which challenged the individuals to create an elevator pitch for the conservation districts. Paul Jones shared his elevator pitch that came from 30+ years of service on the PCCD board.
- Roger Paulsen made a motion to invest \$200 for the FY 24 NACD Conservation Investment. Eric Gunderson seconded the motion. Motion carried.
- Eric Gunderson completed his up-to-date Oath of Office form and he will take it to the Treasurer's office to get notarized and then file it with the county Clerk & Recorder.
- Kaysie Steele introduced the interested individuals seeking to become board members Kesler Martin & Sarah Zielke. Both individuals gave introductions and their desire to be on the PCCD board. Roger made a motion to have Sarah and Kesler on the board. Ramsey seconded the motion. Motion carried. Oath of offices were completed for the two

individuals, and they will take them in to Treasurer's office to get notarized and then filed with the county Clerk & Recorder.

- Kaysie Steele shared that the district received a letter from RMIS about Covering Elected Supervisors with Work Comp. After doing research, Kaysie discovered that with losing our previous liability insurance, our work comp was dissolved as well. The board discussed the proposal that RMIS sent which indicated a minimum premium of \$1500 annually. The board decided that they wanted to get an actual estimate from RMIS before moving forward with accepting the coverage. Ramsey Offerdal Jr. volunteered to head up investigating an actual estimate for the coverage by reaching out to Chris at RMIS. Kaysie Steele sent a reminder email to Ramsey for following up with RMIS on this and there are hopes to have an estimate for the next board meeting.
- Kaysie Steele shared that she was approached by Heather Rice, PCCRC Manager, about potentially needing a 310 permit for some stream channel maintenance that will need to be done by PCCRC on Birch Creek. The board mentioned that they would like to invite Heather to the next board meeting to get more exact information on what the stream maintenance will require to see if the permit is necessary. The board will also look into the current RRG on Birch Creek to see if permitting is still necessary or if it is taken care of the "Plan of Operations" section of the grant agreement. Kaysie Steele will reach out and invite Heather Rice to the next board meeting in February.
- Kaysie Steele shared the Montana Conservation District Employee Organization Quarterly Report with the board.
- Kaysie Steele shared about the status of PCCD's Water Reservations and the two developed water reservations in the district. Paul Jones got the board up to speed with what the water reservations are, the history behind them, and how the district needs to set a plan for future use of and facilitation of these developed reservations with our producers. The board discussed needing to increase our fee schedule for the yearly forms to file, and cost of operations. Paul Jones volunteered to visit the two active water reservation sites in the district to inspect the water use authorization facilities and make sure they are up to par to what originally was decided for these individual sites years ago. New paperwork and charges will be sent to the two producers that currently have the developed water reservations once a fee schedule is determined by PCCD. Kaysie Steele will inquire with other CDs about fee schedules they use for water reservations on their district. The board decided that to keep accountability for how the producers are facilitating the use of water, each year the site will be inspected. Updated paperwork and active communication will need to be done on the one water reservation that previously was owned by Gary Arnst Farms and now is under the ownership of Red Reef Partnerships (Investment Company based in Florida), who leases the property to MAC Farms from the Dutton area. More research will be done as to what proper paperwork will need to be filled out for this specific situation to ensure the conservation district is receiving the expected reports and payments each year.
- Kaysie Steele mentioned the need to complete an operations audit for the district and the board decided to plan for a time in February to complete it.

- The board decided to create a separate meeting next Tuesday, January 16th at 8am to discuss the district's long-range plan and to complete the January supervisor training on strategic planning.

Executive Session: None

Correspondence:

- CDB January Report
- Missouri River Conservation Districts Council

Adjournment:

- Roger Paulsen moved to adjourn the meeting. Eric Gunderson seconded the motion. Motion carried.
- Paul Jones adjourned the meeting at 9:40 a.m.

CALENDAR

- February 13th PCCD Board Meeting

Respectfully submitted,

Kaysie Steele, PCCD Administrator

A handwritten signature in black ink, appearing to read "Paul Jones", written in a cursive style.

CHAIRMAN