



## Pondera County Conservation District

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The Pondera County Conservation District Board of Supervisors met on **Tuesday May 14<sup>th</sup>, 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 8:00 a.m.

**Present:** Roger Paulsen

Paul Jones

Eric Gunderson

Kaysie Steele

Kesler Martin

Matt Pedrotti- NRCS

Sarah Zielke

Dan Severson- MSU Extension

Heather Rice- PCCRC

Mary Bartkoske & Russ Davis (310 permit)

**Absent:** Ramsey Offerdal Jr.

### **Previous Minutes:**

- Roger Paulsen moved to approve the previous meeting minutes. Eric Gunderson seconded the motion. Motion carried.

### **Bills and Financial Statement:**

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

**Public Comment:** Mary Bartkoske shared a 310 project proposal with the board on her property near Swift Dam in which she would like the stream channel to be restored to its original channel because it is eroding the banks into her hay field. Mary desires this project to start next fall when the water is turned off for the season. Mary inquired if there was some sort of funding available to help with the project since it will be a costly undertaking. Mary presented her 310 permit to the board along with pictures of the location, and a map of the area. Heather Rice,

PCCRC Manager, mentioned that she visited the location upon Mary's request to look at the extent of the project. Heather mentioned that it will be at least a 2-week project to complete as well as cost upward to \$60k to complete. Heather mentioned that the project would take a significant amount of riprap and large boulders to hold the bank in place and stabilize it over time. Roger Paulsen made a motion to accept the 310-permit application as a project. Kessler Martin seconded the motion. Motion carried. Paul Jones mentioned that we will move forward with a site inspection. The board will be in contact with Mary to schedule a day and time to visit. There will also need to be coordination among the FWP Fisheries Biologist, and other appropriate individuals that will need to inspect the area and deem it acceptable to go forth with the project. Sarah Zielke mentioned that in her previous time working with Meagan Heinen, NRCS Engineer, there was a report written up on this project location and that she could obtain it from Meagan to help move forward on this 310 project.

**NRCS:** Matt Pedrotti reported that he will be working Range Days this year. Matt also mentioned that the Conrad USDA office has hired a new Pheasants Forever Biologist, and they will be starting here soon. Other hiring updates, Matt shared that the Supervisory District Conservationist position for the work unit has been filled and that individuals will be starting their position soon as well. This SDC will be stationed out of the Cut Bank office when they begin their work. Tory Chulayk, the acting SDC, will step down once the permanent individual gets in. Matt mentioned that he will be in the field completing site visits for CSP and EQIP contracts. Matt also mentioned that he would be leaving our board meeting early to jump on a state meeting call.

**MSU Extension:** Dan Severson reported that they wrapped up goat and sheep tagging recently for the county. Dan also reported that the dance band and food vendors are all set for coming to Whoop-Up in early June. Dan mentioned that the seed library is up and running at the public library. Here, individuals can come and get free seeds to plant for their home gardens. Dan mentioned they have another Lettuce Grow Together meeting this Wednesday at the Conrad Community Garden where they will learn about integrated pest management. Dan mentioned he will be helping at the 4H camp in Havre this summer. Dan also mentioned that the Farmer's Market is lined up to begin June 18<sup>th</sup> and go through August 22<sup>nd</sup>.

**MSCA:** Roger Paulsen reported that MSCA is waiting for their RCPP- funding to complete projects, to get approved for this year from NRCS. Until final funding is approved, projects will be at a standstill.

**PCCRC:** Heather Rice reported that they are currently servicing one individual with water for the year so far. Heather shared that there has been very few to no calls for water just yet for the season. She mentioned the snow and rain helped a lot this week and the canal company can keep the water share amount at 4" for each producer this year and do not need to lower that amount because of the sufficient moisture just received. Heather also mentioned that the S-Canal Project needs to get approved today and the application will be sent in by 5/13/24 via WWC Engineering.

**PCCD:** Administrator

- Kaysie Steele submitted a written report.

**Old Business:**

- April Newsletter
- Master Gardener Course Update
- Operations Audit in house
- General Spending Allowance for Office
- 2024 Bridger Plant Materials Center Donation
- Montana Conservation District Employee Organization Quarterly Report
- Outdoor Classroom Update
- Tree Delivery this month!

**New Business:**

- Kessler Martin shared that he had been in touch with the Conrad FFA teacher that inquired as to whether the conservation district could sponsor a few students to attend Range Days in Miles City this year in June. Eric Gunderson made a motion to sponsor \$250 worth to go to student registration from Conrad FFA to attend Range Days in Miles City this June. Roger Paulsen seconded the motion. Motion carried. Kaysie Steele mentioned that she will get in touch with the Conrad FFA teacher and sent in a check for \$250, so he can get the students registered.
- Kaysie Steele shared that as a board there should be an operations audit to be conducted in-house to go over the QuickBooks and other pertinent documents. Kaysie Steele will reach out to Ramsey and Dan about their availability to conduct this.
- Eric Gunderson made a motion to set an annual general office spending allowance for \$1,200, which comes to \$100 per month for office supplies. Sarah Zielke seconded the motion. Motion carried.
- Kaysie Steele shared that the district received their Conservation Admin Grant for \$3,500 to cover MACD Dues. The board agreed to keep these funds in the checking account and not transfer them back to the warrant account where it was originally pulled from to pay the district dues.
- Kaysie Steele shared a summary of the conservation tree delivery day. All invoices were paid and trees were picked up at the district office.
- Kaysie Steele shared a summary of the districts Outdoor Classroom Friday, May 3<sup>rd</sup>. She mentioned it was a great day with 28 students and wonderful booth presenters. The weather cooperated with them for most of the day.
- Kaysie Steele shared a Master Gardener Course update in which registrations have been sent in and the course textbooks have arrived. She plans to start the course while working from home this summer.
- Kaysie Steele shared the documents received by RMIS on our policy renewal & the cyber coverage packet. Roger made a motion to renew our policy and add the cyber coverage policy. Eric Gunderson seconded the motion. Motion carried.
- Kaysie Steele shared that the FY25 Admin Grant Application has opened and that she hopes to apply for another \$3,500 to cover MACD Dues this upcoming year.

- Kaysie Steele shared that she is preparing the district budget for submission to the county by June 9<sup>th</sup>.
- Kaysie Steele reminded the board of the two site visits that need to be completed for the developed Water Reservations on the District: New Miami Colony & Gary Arnst Place.
- MT Biological Weed Control Coordination Project 10 year program highlights were shared. Sarah Zielke made a motion to donate \$50 to the project for this year. Eric Gunderson seconded the motion. Motion carried. Kaysie Steele will inquire with the organization about getting a set of biocontrol resin sent to the district for educational purposes.
- Kaysie Steele shared the scholarship application received for PCCD's High School Senior Scholarship for those pursuing higher education in the agriculture and conservation fields. The board reviewed the application. Roger Paulsen made a motion to support Reed Briggs from Valier High School with a \$250 scholarship to the school of his choosing. Eric Gunderson seconded the motion. Motion carried.

**Executive Session:** None

**Correspondence:**

- CDB May Report

**Adjournment:**

- Eric Gunderson moved to adjourn the meeting. Roger Paulsen seconded the motion. Motion carried.
- Paul Jones adjourned the meeting at 9:18 a.m.

**CALENDAR**

- May 23<sup>rd</sup> Area III Administrator Meeting in Great Falls at Cascade CD
- June 11<sup>th</sup> PCCD Board Meeting

Respectfully submitted,

Kaysie Steele, PCCD Administrator



CHAIRMAN

6.11.24