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Pondera County Conservation District

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The Pondera County Conservation District Board of Supervisors met on **Tuesday December 9th, 2025, at 8:00 am** at the USDA office in Conrad, Montana.

**Call to Order:** Chairman Paul Jones called the meeting to order at 8:03 a.m.

**Present:** Roger Paulsen

Koltin Christiaens

Paul Jones

Eric Gunderson

Kaysie Steele

Sarah Zielke

Ramsey Offerdal Jr.

Ali Marschner

**Absent:** Kesler Martin

**Previous Minutes:**

- Roger Paulsen moved to accept the previous 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. Sarah Zielke 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:** Koltin Christiaens shared that they are currently backlogged due to the government shutdown that occurred in November. Koltin shared that they are working on CSP contracts. Ali Marschner stated that an RCPP program is currently out for turning cropland back into grassland for restoration efforts. Ali mentioned that there is currently a large amount of money available

for seed and to share the news with other producers that may be interested in signing up. Koltin shared that Gayle Barry has officially taken over as the State Conservationist for Montana since the Government shutdown.

**MSCA:** No one present to report. Paul Jones mentioned that MSCA was holding their year-end meeting today in Great Falls along with a Groundwater Summit that focused on energy with keynote speakers and numerous sponsors that he would be attending.

**PCCRC:** No one present to report.

**MSU Extension:** No one present to report.

**Pondera Weeds District:** No one present to report.

**PCCD:** Administrator

- Kaysie Steele submitted a written report.

**Old Business:**

- PCCD October Newsletter
- Area III Meeting Big Sandy, MT September 25<sup>th</sup> Summary
- DNRC Project Grants MOU Revision Updates
- MACD Convention Registration November 18<sup>th</sup>-20<sup>th</sup> in Billings, MT
- MACD Resolutions
- Research for Cheaper Monthly Internet Bill
- Quarter 3 Supervisor Government Mileage Checks- Need Signature
- NorthWestern Energy 310 Permit
- Potential 310 permit needed for PCCRC
- Q3 Payroll Reporting to the Federal Government Documents- Need Signature
- Reimbursement for Pondera Shooting Sports Club for using their facility
- Winter Dinner
- Administrator Personal Update

**New Business:**

- Paul gave a small summary of attending the MACD Annual Convention in November. Paul shared that he attended many of the sessions they offered throughout the convention. One session was on Mesonet which focused on weather reporting using stations set up across the state. Paul mentioned that the company was partnering with a handful of conservation districts to get accurate weather reporting. Paul mentioned that there was a new Executive Director of MACD, and she seems to be a good fit with her expertise and skill. Paul shared that Steve Hertel is the new president of MACD and the new Vice President is Kevin Baker.
- Paul Jones and Eric Gunderson shared that the administrator's job description write up will have to be at a pause until they can meet with DNRC next week to get clarity on the MOU between PCCRC and PCCD for the state grant projects. Eric mentioned that until

we can have clarity with how to proceed on these state grants, we will not be able to move forward with writing an administrator write up to advertise for hiring. Paul and Eric mentioned that after meeting with Heather with PCCRC about the MOU situation, Heather mentioned that the canal company was not sure they wanted to proceed with getting funding from the state, due to the shifting sand of working with them. Paul mentioned that they will meet in person with DNRC on Tuesday, December 16<sup>th</sup> in Helena.

- Kaysie Steele shared the NACD Conservation Investment for FY26 with the board. Ramsey Offerdal Jr. made a motion to send a conservation investment of \$200 to NACD for FY26. Roger Paulsen seconded the motion. Motion carried.
- Kaysie Steele shared that she has completed the water reservation year end to-do list and the 10-year review to the state and will submit them today. The board discussed the need to address the producers who have developed water reservations with them, to get payment from the last two years, progress reports, and to shut off the water to them due to their noncompliance.
- Kaysie Steele shared that she has advertised the conservation trees for all of November in the newspaper and is collecting order forms. Kaysie mentioned that she will compile a master order form for the trees by submitting them to the state nursery and she will get invoices made for the producers before she leaves in January.
- Kaysie Steele presented the Annual Financial Report for FY25 to the board and stated that it was ready for review, signature, and submission.
- Kaysie Steele shared the final pictures and documents for the 310 Permit for Northwestern Energy with the board.
- Kaysie Steele shared that she will be finished officially with the district by January 1<sup>st</sup>, 2026, but does plan to complete a few small items in January to get the board in a sturdy spot before leaving. She mentioned that she will meet with Andrea at H&R Block to complete quarter 4 payroll reporting and year-end taxes. Kaysie mentioned that she will compile the conservation tree order and submit that, along with creating invoices for the producers for a smooth tree delivery process in the spring. Kaysie mentioned that she will have the books reconciled for December, file the work logs for the year in the back room, and get quarter 4 mileage checks out to the appropriate supervisors.

**Executive Session:** None

**Correspondence:**

- CDB November & December Report

**Adjournment:**

- Ramsey Offerdal Jr. moved to adjourn the meeting. Eric Gunderson seconded the motion. The motion carried.
- Paul Jones adjourned the meeting at 8:46 a.m.

**CALENDAR**

- December 14<sup>th</sup> Christmas Dinner at Dusty's in Brady at 5pm

- January 13<sup>th</sup>, PCCD Board Meeting

Respectfully submitted,

Kaysie Steele, PCCD Administrator



CHAIRMAN PCCD 2-10-2026