



Madison Conservation District  
*Local Common Sense Conservation*

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## FINAL MINUTES

Regular Board Meeting \*\*7:00 PM\*\* October 15, 2018  
Madison Valley Public Library

1. **Call meeting to order: 7:00**
2. **Supervisors Present:** Mel McKittrick, Kaye Suzuki, George Boyd, Nick Dyk,
3. **Staff Present:** Sunni Heikes-Knapton, Ethan Kunard, Emily Osborn
4. **Others Present:** Abigail Dennis, John Wagoner, NRCS, Sean Lewis, NRCS
5. **Review minutes from previous meetings: 7:03:** Kaye moves to accept the minutes as presented. George seconds. All in favor and motion is approved.
6. **Financial-Emily Osborn: 7:06:** Mel moves to transfer \$8000.00 out of the County account into Savings. Kaye seconds. All in favor and motion passes. Kaye moves to approve the financial report as presented. George seconds. All in favor and motion passes.
7. **Public Comment:** None
8. **Business-310-Mel McKittrick: 7:10**
  - a. **#18-09 Tim Cashman, Beaver Dam Ranch- Leonard Creek (Dam Reconstruction):** We received a letter from the DNRC granting them a permit to begin work. Mel will contact Tim this week to confirm details. If they need to begin work prior to the November meeting, Mel will contact the board and Dave Moser to confirm.
  - b. **#18-20 Steve or Eric Hamilton, South Willow Creek (Ditch Diversion in Potosi Campground):** Tabled until November
  - c. **#18-26 Theodore Griffith, South Willow Creek (Head Gate Replacement):** Replacement of a head gate on Willow Creek. This project was completed prior to a 310 being submitted. Ron Spoon approved the project. Kaye moves to accept #18-26 as presented. Mel seconds. All in favor and motion passes.
  - d. **Work Completion Reports:**
    - **#18-23 Pat Goggins (Moores Creek)**
    - **#17-12 John Sampson (Madison River)**
    - **#18-17 Carter Kruse (North Fork Spanish Creek)**
  - e. **Monthly time spent on 310's:** Mel estimate 5 hours spent on 310's this month.
9. **Old Business and Reports: 7:26**
  - a. **Strategic Planning November 26th-Sunni:** Sunni contacted Dan Clark. He will be putting together the survey to be completed by the board in prior to the November 26<sup>th</sup> strategic planning meeting. The topics of the meeting will be defining mission, vision, goals, and operational standards of the foundation. This will be an all-day meeting.
  - b. **310 funding 223 grant request-Due 10/19/2018:** Signature needed. Emily will edit the letter and send it tomorrow.
  - c. **MACD Convention-Emily's attendance:** Mel moves to fund 3 days of Emily's attendance to the MACD Convention. Kaye seconds. All in favor and motion passes.
  - d. **Joint Funding Agreement with USGS and NorthWestern Energy:** Sunni drafted a MOU with Northwestern Energy outlining the agreement between Northwestern Energy, USGS and the MCD. The MCD will receive \$3444.00 from NorthWestern Energy to give to the USGS to fund the Cameron Gage with a \$160.00 administration fee. This agreement is only for one year. If this will continue,

we will need to renew it each year. The MCD will receive a bill from the USGS to pay electronically. We will send a bill to Northwestern energy for payment.

- e. **Dottie's Bookkeeping-Emily:** The MCD has received no reply to the last packet the MCD sent to Dottie. Emily contacted Don MacIntyre to discuss how to proceed. Don recommended filing in the Justice Court first without an attorney representing. The Justice Court may decide that because of our possible state agency status, we would need to file in the District Court instead and work with our county attorney. He also recommended us contacting MPERA to inform them of our status on collecting the imposed fines. Mel moves to file with the justice court. Kaye seconds. All in favor and motion passes.

## 10. New Business: 7:55

- a. **Staffing Discussion:** Sunni has submitted her resignation to the MCD. She has accepted a position as the Northern Plains Region Representative for the National Association of Conservation Districts. Her last day will be October 25, 2018. Mel moves to accept Sunni's resignation. George seconds. All in favor and motion passes. The board would like to take this month to see what comes out of our strategic planning meeting/process to determine how the MCD office should be staffed. Lower Jack Creek will need additional information. It is possible that Jeff Dunn will manage the project and the MCD will be the financial backer of the project. There is a possibility of delaying the project six months (Fall 2019). Ethan is happy and willing to assist in this project. Sunni has approximately 60 hours of vacation leave and a ¼ of her sick leave (est. 30 hours) these will need to be paid out to Sunni. Sunni's cell stipend will be prorated for October. The MCD staff will be having a meeting to discuss staffing, Ethan would like a board member present to discuss the staffing so that the board can understand who is doing what in the office.
- b. **BSWC member applicants:** We have interviewed 3 applicants. All three applicants are very qualified. Kaye, Ethan, Sunni and Emily met before tonight's meeting to discuss what the MCD is looking for in applicants. The MCD has decided to offer the position to Claudia Vila. The SWCDM has awarded \$6126.00 towards a BSWC member. Mel moves to offer Claudia Vila the BSWC member. George seconds. All in favor and motion passes. If Claudia turns down the position, a subsequent offer will be made to Alli Calkins.
  - **Alli Calkins**
  - **Claudia Vila**
  - **Kelsey Sullivan**
- c. **Watershed Management Grant Application:** The Watershed Management Grant cycle was announced. The closing date for applications is November 15<sup>th</sup>. \$5,000 can be used as match for the Big Sky Watershed Corps cost, and the remaining \$15,000 can be used for "development and implementation of locally led watershed related planning and capacity building activities that conserve, develop, improve or preserve state water resources". The MCD will discuss at the November meeting what to use this money for. Kaye moves to apply for the Watershed Management Grant. Mel seconds. All in favor and motion passes.
- d. **310 State Database:** Nick suggested uploading 310 permits as they are received beginning in 2019
- e. **Associate Supervisor appointment (Abigail Dennis):** Mel moves to appoint Abigail Dennis as an associate supervisor. Kaye seconds. All in favor and motion passes.

## 11. Correspondence: 8:44

- a. **NACD dues:** We received a letter from the NACD requesting dues. \$250.00 will be paid in dues to the NACD.

12. **NRCS Report:** Sean introduced the new district conservationist for Sheridan; John Wagoner, John has moved here from Oregon. Montana has a new State Conservation; Tom Watson. The NRCS will be changing the funding structures to focus on a more targeted funding approach going into the next fiscal year. Utilizing more local work group meetings to write up a proposal for projects that would benefit more groups. This approach may benefit the area and have a bigger impact for our districts.

- 13. Supervisors Report:** November the MCD will switch to 12:00 pm meetings. We will continue utilizing the library. George has started rounding up his cattle off of the National Forest. Shipping will begin in November.
- 14. Staff/Project Report:** The GROWW program received a \$7000.00 grant from NRCS. \$3000.00 goes to pollinator garden \$4000.00 goes to the greenhouse. Sunni suggested using a pre-loaded credit card to make all of the purchases for the greenhouse. Jamie Deihl will be in charge of the purchases. This will eliminate the need for reimbursements, all purchases will be tracked on the card. George moves to load \$4000.00 on the credit card for the greenhouse. \$3000.00 on the pollinator garden to use on the greenhouse purchases pending the signing of the MOU. Kaye seconds. All in favor and motion passes.
- 15. Upcoming Dates:**
- a. **Board Leadership Training, October 18th 4pm-8pm-Virginia City, MT**
  - b. **Montana Board of Livestock meeting, October 18-Bozeman, MT**
  - c. **Cell Grazing and Three Secrets for Increasing Profit, October 23-Big Timber, MT**
  - d. **310 Site Evaluation Training, October 25-Miles City, MT**
  - e. **MACD Conference, November 13-16 - Billings, MT**
  - f. **7<sup>th</sup> National Conference on Grazing Lands, December 2-5-Reno, NV**
  - g. **NACD 73<sup>rd</sup> Annual Meeting, February 2-6, 2019-San Antonio, TX**

## Staff Report

### **Ethan Kunard: Water Programs Manager**

**Watershed/Drought Planning** – We assisted the Montana DEQ in hosting the TMDL public comment meeting in September. Public comment will close October 19<sup>th</sup>. We will continue developing pieces of the Watershed Restoration Plan in the coming months, along with the drought resilience plan.

**Madison Stream Team** – Monitoring for 2018 is finished, and there is now some backlogged data entry/analysis to be performed. There is an opportunity for our BSWC member to work on developing an online report when she arrives in January.

**Watershed Stories** – The final products are available (see handouts and projected displays). We will now be working with MWCC on some outreach pieces and publications that will showcase the Madison Watershed stories around the State.

**MWCC Symposium** – The Symposium Oct. 9-12 in Whitefish was terrific. Over 200 individuals from around Montana attended, and there were great presentations that have provided some thought-provoking ideas for how we can move our organization forward amongst the challenges that face local groups in Montana. In addition to delivering the welcome address, I also got to speak on a panel about the Watershed Stories, and moderated a half-day discussion with foundation representatives from across the US on how they can help support the needs of local conservation organizations.

**Watershed Management Grant** – The WMG application cycle was just announced, and the closing date is Nov. 15<sup>th</sup>. Up to \$5,000 can be used as match for the Big Sky Watershed Corps cost, and the remaining \$15,000 can be used for “development and implementation of locally led watershed related planning and capacity building activities that conserve, develop, improve or preserve state water resources”.

**Planning Board** – The board recommended for approval a 4-acre single lot subdivision in the Yellowstone Club.

### **Sunni Heikes-Knapton – Watershed Coordinator:**

**Transition:** My last day as Watershed Coordinator will be October 25<sup>th</sup>. I will compile a summary of ongoing projects, tasks, and important financial information. An announcement will go out in the Oct 18 eNews.

**Leadership Montana:** The October session is Wednesday the 10<sup>th</sup> – Friday the 12<sup>th</sup> in Phillipsburg and Butte. I will be continuing attendance at these sessions for the remainder of the class year.

**Lower Jack Creek:** Applications are in with Yellow Dog Conservation and Community Foundation, Montana Trout Foundation, and Trout and Salmon Foundation. What isn't covered by these sources should be requested by NorthWestern energy. I will be meeting with Jeff Dunn with Trout Unlimited on October 22<sup>nd</sup> to discuss their involvement. Support budget is below:

Support		Confirmed
DRNC 223	\$20,000.00	Yes
NorthWestern Energy		
Montana Watershed Coordination Council	\$20,000.00	yes
Trout and Salmon Foundation	\$5,000.00	requested
Landowners	\$6,000.00	Yes
Montana Trout Foundation	\$15,000.00	requested
YDCCF	\$5,000.00	requested
Trout Unlimited		
Total support requested/secured	\$71,000.00	
Total project cost estimate	\$109,433.98	
Balance to be raised	\$38,433.98	

**GROWW:** I helped with water monitoring with 3<sup>rd</sup> grade on Oct 1<sup>st</sup>. Nichole will continue with lessons up until her maternity leave in early November, and will resume lessons after her return in January.

- Pollinator Project: We have gotten approval for the \$3,000 grant support from NRCS for the pollinator garden project, which will be installed by the BSWC. We will need to sign an MOU with Ennis schools and MF2F on the tasks, grant reporting expectations, and involvement that the BSWC member will have with the partners. A good strategy will be to get a credit card from the bank for purchase of the supplies, so those transactions are stand alone from our typical reimbursement procedure. Need discussion and decision on this.
- Greenhouse Project: We have gotten approval for the \$4,000 grant support from NRCS for the production teaching greenhouse on the Ennis Schools campus. MF2F has installed the structure, and the grant will be used to purchase the materials and supplies inside the building. Jamie Diehl will be managing the purchases, and the credit card strategy above is worth discussing. We will need an MOU with Ennis Schools and MF2F on the tasks and the grant reporting expectations.

**USGS Cameron Gage:** Topic discussed in main agenda.

**Madison Watershed Partnership:** October date to be determined.

**BSWC:** Topic discussed in main agenda.

**Emily Osborn- Administrator:**

**Administration tasks:** I have been busy with various administrative and bookkeeping activities.

**Area VI Meeting:** I appreciated the opportunity to attend the Area VI meeting in Livingston on September 26<sup>th</sup>. I was able to meet and visit with representatives from other districts in Area VI, as well as representatives from state and federal agencies.

**Meeting adjourned: 9:28pm**



