



Madison Conservation District
Local Common Sense Conservation

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FINAL MINUTES

Regular Board Meeting ****12:00 PM**** November 19, 2018

Madison Valley Public Library

1. **Call meeting to order: 12:04**
2. **Supervisors Present:** Jon Siddoway, Abigail Dennis, Kaye Suzuki, Nick Dyk, George Boyd,
3. **Staff Present:** Ethan Kunard, Emily Osborn
4. **Others Present:** Brad Cantron, DNRC, Dave Martin, DNRC, Paul Jurenas, Clayton Marxer, NRCS, John Wagoner, NRCS.
5. **Review minutes from previous meetings: 12:05:** Kaye moves to approve the October minutes as presented. Nick seconds. All in favor and motion passes.
6. **Financial-Emily Osborn: 12:06:** George moves to accept the financial report as presented. Bob seconds. All in favor and motion passes. Kaye moves to transfer \$10,000.00 out of county account into savings. George seconds. All in favor and motion passes. Transfer \$10,000.00 from savings into checking for operational expenses.
7. **Public Comment:** Introductions were made with the others present.
8. **Business-310-Mel McKittrick: 12:10**
 - a. **#18-20 Steve or Eric Hamilton, South Willow Creek (Ditch Diversion in Potosi Campground):** No site visit has been made due to weather. Tabled until Spring. Will remain on agenda.
 - b. **#18-27 Bob Wagner, Moores Creek (Complaint):** This complaint is due to previous landowner. Pat Goggins and Bob Wagner have been meeting to find solutions. The complaint may be withdrawn if Pat and Bob are able to find a solution. Tabled until January.
 - c. **#18-28E Brett Owens, North Meadow Creek (emergency):** Debris were causing North Meadow Creek to overflow its banks. The overflow water was washing out and swamping the county road. Work was done to prevent further build up from ice this winter. Debris were removed and branches trimmed out of the creek. Kaye moves to accept #18-28E. Bob seconds, Nick abstained. All in favor and motion passes.
 - d. **Work Completion Reports:**
 - **#18-25 Theodore Griffith (South Willow Creek)**
 - **#18-24 John Crumley (North Meadow Creek)**
 - e. **Monthly time spent on 310's:** 6 hours spent on 310s for October.
9. **Old Business and Reports: 12:20**
 - a. **Strategic Planning November 26:** The MCD Strategic Planning meeting is scheduled for November 26th. This meeting will be held at the Madison Valley Public Library from 9:00am to 4:00pm. The MCD will establish the mission, vision, values, and 3-5 year goals for the MCD. Lunch will be catered by The Picnic Basket.
 - b. **310 updated permit application:** The DNRC released the final draft of the updated 310 permit. Deadline for comments is November 30, 2018.
 - c. **310 Site training:** The MCD is planning hosting a 310 site training workshop with Karl Christiansen of the DNRC. A possible February date was discussed. The MCD would set the date and invite the Beaverhead, Ruby Valley, and Jefferson Conservation Districts. Beginning of 2019 would be the best time to host a site training. Emily will see if Don MacIntyre could join in and present on 310 law.

- d. **Lower Jack Creek – Consideration of fall 2019 construction:** Ethan has been in contact with Jeff Dunn. He was previously with Respec and helped with phase 1 on the Lower Jack Creek project. Jeff is now the Upper Missouri Project Manager with Trout Unlimited. Jeff is still very interested in being the project manager for the project. Construction date will be moved to the fall as the MCD is still fundraising. The MCD will be requesting around \$45,000.00 from Northwestern Energy. All confirmed donors are fine with moving the project to the fall. We will need to amend our contract with RE Miller for the change of completion dates. Question was raised about the cost-share with landowner. We are unsure of the landowner's contribution as he will need to contact his family. George moves to amend the contract with RE Miller to show the fall completion date. Kaye seconds. All in favor and motion passes. Respec will still be involved as they designed the project. We have 110 hours in the budget for Jeff's time. We may need to apply for a grant from Trout Unlimited for Jeff's time. Respec and Jeff Dunn have been in contact on this project.
- e. **BSWC Member:** Claudia Vila has turned down the MCD's offer to fill our BSWC member position. Ethan has been in contact with Brian Wilson. He will provide the MCD with three new BSWC candidates. Interviews will take place this Thursday, November 29, 2018. The MCD board will not meet again until January 21, 2019. The MCD will need to select the BSWC member before that date. Kaye moves to authorize a hiring committee to represent the board for the interviewing and hiring of a new BSWC member applicant. Jon seconds. All in favor and motion passes.

10. New Business: 1:10

- a. **Madison Valley Public Library donation:** Kaye moves to donate \$250.00 to the Friends of the Madison Valley Public Library for use of the meeting room. George seconds. All in favor and motion passes.
- b. **Bear Creek Days Funding Sources:** Emily met with the members of the Bear Creek Field Camp planning on November 7, 2018. The forest service has lost their funding for Bear Creek Days and is looking for funders to replace approximately \$3500.00 for funding. The MCD was nominated to contact Imerys Talc. Bob questioned if Imerys Talc would be interested in presenting at Bear Creek Field Camp. Kaye moves to draft a letter on behalf of the forest service for help with funding bear creek days to Imerys Talc. Bob seconds. All in favor and motion passes.
- c. **Banquet Planning:**
 - **Sponsor level discussion:** The RVCD would like to keep the sponsorship levels the same as last year; \$250.00-4 tickets, \$200.00-3 tickets, \$150.00-2 tickets. The board would like Emily to follow up with the sponsors to confirm if they are attending. Nick suggested adding an option for \$150.00 major sponsor with no tickets, \$100.00 minor sponsor with no tickets and raising the major sponsor price to \$300.00 to help with the cost of the banquet, Emily will present those options to the RVCD.
 - **Supervisors select sponsors:** Supervisor selected potential sponsors to contact. Emily will draft the sponsorship letters and have them ready for signatures at our January meeting.
 - **Graphics with Kate Arpin:** Kaye suggested hiring hKate to do one nice poster and the rest the simple option with SWCDM.
 - **Stewardship Award:** These will be due February 12st.
- d. **Staffing Discussion**
 - **Division of tasks:** Nick and George met with Emily, Ethan, and Sunni to discuss the responsibilities that were formally Sunni's. We will discuss this after our strategic planning meeting.
 - **Process for new hire:**
- e. **Northwestern Energy Algae Monitoring on Hebgen Lake:** Ethan was approached by Jordan Tolefson about monitoring the algae growth in Hebgen Lake. They would like to contract with the MCD to do that monitoring as they need an organization that carries liability insurance. The MCD would hire an additional employee for 4 months, estimating 5 hours a week to drive to Hebgen to do the monitoring, Northwestern Energy would fund the cost. Hebgen Lake is outside of the MCD district boundary. The MCD would need to coordinate with the Gallatin CD. Nick questioned if there were any private contractors in the area that Northwester Energy could consider.
- f. **Potluck for Sunni-Madison Valley Ranch:** Emily will contact Sunni to confirm a date. Emily and Kaye will look for a suitable location for the event.

11. Correspondence: 2:46

12. NRCS Report: No farm bill as of today. In January John would like to start putting together meetings for projects to consider with Forest service, BLM. Focus targeted watershed resource approach in 2019. With a 5-year plan. John attended the MACD convention. John has worked with the State Conservationist before. Conifer removal is an area of interest.

13. Supervisors Report: none

14. Staff/Project Report: see staff reports below

15. Upcoming Dates:

- a. Gravelly Landscape Collaborative, November 28-Ennis, MT
- b. 7th National Conference on Grazing Lands, December 2-5-Reno, NV
- c. NACD 73rd Annual Meeting, February 2-6, 2019-San Antonio, TX
- d. Montana Range Days, June 17-19, 2019-Dillon, MT

Staff Report

Ethan Kunard: Water Programs Manager

Watershed/Drought Planning – TMDLs for nutrients, pathogens, and metals are currently underway for approval through the EPA. Meanwhile, the Montana DEQ is allowing us to pursue some limited 319 funding with our working draft watershed restoration plan. This plan will continue to be refined and updated once we have confirmation of approved TMDLs. The DEQ will continue working on sediment and temperature TMDLs in 2019, and we will once again revise the watershed restoration plan to reflect the new information. The DNRC is currently working with the Bureau of Reclamation to extend the contract for the drought resiliency planning of groups in the Missouri Headwaters to allow for that planning to continue in 2019. We currently have \$10,000 of unspent funds toward this initiative, and anticipate using that remaining amount in 2019.

Madison Stream Team – Ethan will be using the next few weeks to catch up on data entry, analysis, and reporting from the summer field work. All of the TruTracks were pulled, and that streamflow data will be analyzed soon as well.

Watershed Stories – MWCC is anticipating “releasing” the Madison Watershed Stories in March. This will consist of newspaper/magazine articles, radio programming, and social media advertisements. In the meantime, there is some interest in producing a story about conservation work in the Madison on Home Ground Radio (Montana Public Radio). If this moves forward, we might need to have a CD supervisor willing to talk on the program

Watershed Management Grant – Ethan submitted a grant application to the DNRC, and should know if we are awarded by before the end of the year. In general, this grant is to support staff time for watershed health improvement projects and capacity building. A small portion will also go toward printing and promotional materials, as well as cost share for equipment to be used for monitoring and landowner site visits (i.e., drone).

Activity	Task	Category	Description	WMG Budget	Match	Total
1	1	Planning	Watershed Stakeholder Meetings	\$1,000.00	\$0.00	\$1,000.00
1	2	Planning	Finalize & Implement Watershed Plan	\$4,000.00	\$10,000.00	\$14,000.00
1	3	Planning	Project Planning: Site visits, data collection	\$2,500.00	\$500.00	\$3,000.00
2	1	Capacity	BSWC - Develop Communication Tools and Distribute Watershed Outreach Materials	\$800.00	\$800.00	\$1,600.00
2	2	Capacity	BSWC - Develop Annual Report	\$600.00	\$600.00	\$1,200.00
2	3	Capacity	BSWC - Develop Strategic Planning Report and Organizational Materials	\$600.00	\$600.00	\$1,200.00

2	4	Capacity	BSWC – Member Support	\$1,000.00	\$0.00	\$1,000.00
3	1	Capacity	Develop & Manage Strategic Planning Process	\$2,500.00	\$0.00	\$2,500.00
3	2	Capacity	Communications, Branding, and Outreach Materials	\$1,000.00	\$1,000.00	\$2,000.00
3	3	Capacity	Staff Professional Development and Meeting Attendance	\$2,500.00	\$0.00	\$2,500.00
Sub-total				\$16,500.00	\$13,500.00	\$30,000.00
Administration			Grant Administration and Reporting	\$1,650.00	\$0.00	\$1,650.00
Total				\$18,150.00	\$13,500.00	\$31,650.00

Staffing Distribution – Staff met with Nick and George to discuss ways to fulfill Sunni’s tasks with her departure.

Task (Formerly done by Sunni)	Total Hours	Ethan	Emily	Claudia
Social Media Posts	8 hours per month			
E-news	10 hours per month			
GROWW Supervision	5 hours per month	Kaye w/ Ethan to fill in as needed		
Lower Jack Creek Phase II	250 hours total			
Banquet	160 hours total			
Stewardship Award	40 hours total			
Website Maintenance	8 hours per month			
Interagency Meetings	20 hours per year			
Review Emily's Timesheets	1 hour per month			

Ethan Kunard

Task	Total Hours
Watershed Management Plan & Implementation	500 hours per year
Madison Stream Team	100 hours per year
Big Sky Watershed Corps Supervision	200 hours per year
Missouri Headwaters Partnership	60 hours per year
Other (Communications, meetings, planning board, MWCC, misc.)	600 hours per year
Madison CD Foundation	?
Strategic Planning Process	90 hours per year
Big Sky Water Solutions	On Hold
Central & Eastern Montana Invasive Species Task Force	

Emily Osborn

Task	Total Hours
310 Permits	5 hours per month
Board Meetings/Exec. Meetings	6 hours per month
Meeting Tasks	7 hours per month
Quickbooks	10 hours per month
Workshop/Training	3 hours per month
Website	4 hours per month
Other (communications, payroll, email, etc.)	45 hours per month

Claudia (BSWC Member)

Task	Total Hours
CD Annual Report	80 total
Strategic Planning Report	80 total
Communications & Outreach	100 total
Pollinator Garden	100 total
Madison Stream Team	300 total
Watershed Restoration Implementation	115 total

Planning Board – Charity Fechter will be retiring in March. The Planning Board will be assisting in the hiring process, and the county will be looking for feedback on the desired qualifications of the next planner. If the CD has any strong feelings about the replacement for this position, please let Ethan know.

Emily Osborn- Administrator: I have been busy with various administrative and bookkeeping activities.

Meeting adjourned: Nick at 3:14pm